

***Violet Township – City of Lancaster
Joint Economic Development District***

**Organizational Meeting of the Board of Directors
City Hall
Lancaster, Ohio 43130**

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 Lancaster.

I. Call to Order

The meeting was called to order at 1:30 p.m. Trustee Sanders and Mayor Scheffler provided documentation of the appointment of Dr. Brown, County Auditor, as the third board member for the JEDD.

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. David Scheffler, Mayor, City of Lancaster

- Mr. Vince Utterback, Administrator, Violet Township
- Mr. Seeley, Esq., Public Finance Attorney, Bricker & Eckler
- Ms. Stephanie Hall, Esq., Law Director, City of Lancaster
- Ms. Amy Hamilton, Tax Commissioner, City of Lancaster
- Ms. Carri Woody, Deputy Safety Services Director, City of Lancaster

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 Mayor Scheffler .

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. Scheffler, and Dr. Brown

The motion carried unanimously.

IV. Election of Officers

Motion for the Election of Vice-Chair

Ms. Sanders made a motion for the mayor of the City of Lancaster (by position) to serve as Vice-Chair. The motion was seconded by Dr. Brown.

Discussion: Dr. Brown indicated that there are three members on the JEDD Board now, but there would eventually be five members in accordance with the contractual agreement.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Dr. Brown, Mr. Scheffler.

The motion carried unanimously.

Motion for the Election of Secretary/Treasurer

Mr. Scheffler made a motion for Ms. Sanders to serve as Secretary/Treasurer. The motion was seconded by Dr. Brown.

Discussion: Dr. Brown indicated that the State Auditor would require documents about the establishment of the JEDD. She thought that because Violet Township was familiar with the documents needed that they would send those documents on to the State Auditor. The Secretary/Treasurer is the keeper of the records for the JEDD.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Mr. Scheffler, Dr. Brown, 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. Scheffler.

Discussion: The group reviewed the bylaws as presented and understood that they could be amended if they remained consistent with the contractual agreement.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Scheffler, 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. The exhibit in the binder noted as exhibit A is not a requirement. Requests can be made verbally, for example.

Motion to approve Resolution 2023-02 – Public Records Policy

Ms. Sanders made a motion to approve Resolution 2023-02 – Public Records Policy, with the understanding that the records retention policy and forms were also included in the motion for approval. The motion was seconded by seconded Mr. Scheffler.

Discussion: It was noted that the Records Retention Policy used the Ohio History Connection forms. Dr. Brown noted that legal counsel for the JEDD was not identified and if there was a need for counsel (to help with redaction of records, for example), then counsel would need to be obtained.

Roll call vote of the motion resulted as follows.

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

Discussion: Dr. Brown noted the resolution approves the actions to obtain coverage and should be aligned with the contract. Follow-up paperwork is expected, with the City and Township connecting.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Mr. Scheffler, 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 (with the agreement a prospective agreement)

Ms. Sanders made a motion to approve Resolution 2023-04 – Levying Income Tax and Approving the Income Tax Collection and Distribution Agreement, with that agreement being a prospective one based on existing procedures of the City Income Tax Department. The motion was seconded by Mr. Scheffler.

Discussion: The group discussed the motion which was intended to approve the levying of the income tax and the agreement, although the agreement was not available in the provided materials. The agreement was expected to outline the procedures for distribution. Those procedures are to be aligned with existing procedures of the City.

The income tax levy or the JEDD income tax rate would be the maximum income tax rate levied by the City. In the event the City 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.

Roll call vote of the motion resulted as follows.

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

The motion carried unanimously.

e. Resolution 2023-05 – Establishing a Budget

Motion to approve Resolution 2023-05 – Establishing a Budget

Dr. Brown made a motion to approve Resolution 2023-05 – Establishing a 2023 Budget, and the motion was seconded by Mr. Scheffler.

Discussion: There was a general discussion about how a 2023 budget was not necessary. There is a need for a 2024 budget, with the expectation of \$7,500 seed funds from Violet Township. That revenue would ultimately be used for contracted services (such as for the payment of the bond and insurance). The group believed details could be sorted out at a meeting in January. Violet Township would prepare a draft budget for 2024.

Roll call vote of the motion resulted as follows.

Voting NO thereon: Ms. Sanders, Mr. Scheffler, and Dr. Brown

The motion failed unanimously. There is no 2023 budget.

VI. Other Business

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: January 2, 2024, 1:30 p.m. at Lancaster City Hall. The motion was seconded by Dr. Brown.

Roll call vote of the motion resulted as follows.

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

The motion carried unanimously. Violet Township and the City of Lancaster will coordinate on notice for the meeting.

Signatures for the business of the meeting were obtained.

Mr. Scheffler asked about who would be paying the approved levied income taxes. Ms. Sanders indicated that administrative employees of Violet Township working at the WigWam location would pay the income taxes beginning January 1, 2024.

Ms. Sanders also reported that they in Violet would obtain an employee identification number for this JEDD.

Dr. Brown asked if there were any other items to come before the JEDD Board, and there were no other items.

VII. Adjourn

Motion to Adjourn

At 2:12 pm, Ms. Sanders made a motion to adjourn, and the motion was seconded by Mr. Scheffler.

Roll call vote of the motion resulted as follows.

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

The motion carried unanimously, and the meeting was adjourned.