

**JOINT ECONOMIC DEVELOPMENT DISTRICT I
BOARD OF DIRECTORS
VIRTUAL MEETING**

**SEPTEMBER 14, 2020
2:00 P.M.**

<https://global.gotomeeting.com/join/583650405>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

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Access Code: 583-650-405

1. Call Meeting to Order

Kim Wood called the meeting to order at 2:00 p.m..

2. Roll Call

The following Members were present:

Kim Wood – Township Member

Oliver Turner – Business Member

Loren Sengstock – Worker Member

Bill Sanford – Municipal Member

The following guest was present:

Attorney Dawn Sanderson

3. Approval of Minutes

No Action (Initial Meeting)

4. Additions or Deletions to the Agenda

No additions or deletions to the agenda.

Motion – Approve Agenda as Presented

Oliver Turner made the motion, Loren Sengstock seconded.

All members voted in favor.

5. Hearing of the Public (Agenda Items Only)

Attendees must register their intention to participate upon their arrival at the meeting and will be heard at the time of the agenda item.

No one wished to speak.

6. JEDD I Overview (Attorney Dawn Sanderson)

Attorney Dawn Sanderson gave an overview of the JEDD.

There were no questions from the Board.

7. Discussion Regarding Ohio Sunshine Laws

Attorney Dawn Sanderson informed the Board of the Ohio Sunshine Law meeting and public records requirements.

There was a brief discussion amongst Board members regarding the Ohio Sunshine Law.

8. Discussion Regarding Chairperson

Discussion was held amongst Board members regarding the appointment of a Chairperson.

Identifying an individual(s) qualified to fill the position as Chairperson would be completed by Mr. Sanford and Mr. Turner per Board consensus.

9. Discussion Regarding Secretary

Attorney Dawn Sanderson reviewed the position of Secretary.

There was discussion amongst members regarding the position of Secretary.

It was decided that Mr. Turner would seek out an employee at Township Hall to fill the position. It was the consensus of the Board members that the JEDD Board would reimburse the Township for the time spent by such an employee on Board matters.

10. Discussion Regarding Records Retention Policy

Attorney Dawn Sanderson reviewed the Records Retention Policy.

Discussion was held amongst members regarding record retention.

Resolution 20-001 – Adopt Records Retention Policy

Loren Sengstock made the motion. Oliver Turner seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No - None

11. Discussion Regarding Audit Protocols

Discussion was held amongst members regarding audit protocols.

It was decided that Mr. Sanford would speak to the finance director at the City of Sylvania to see about the City handling audits.

12. Procurement of Liability Insurance

Discussion was held amongst members regarding liability insurance.

Attorney Dawn Sanderson recommended liability insurance be obtained. It was noted that Mr. Turner would inquire with the Township's carrier about procuring coverage.

Resolution 20-002 – Procurement of Liability Insurance

Kim Wood made the motion. Loren Sengstock seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No - None

13. Resolution to Levy an Income Tax

Attorney Dawn Sanderson reviewed the resolution needed to levy an income tax of 1.5% within the district.

Discussion was held amongst members regarding the resolution to levy an income tax.

Loren Sengstock requested that the income tax be advertised to ensure employers and employees are aware of the income tax. Kim Wood advised employees within the district are aware of pending income tax implementation.

It was decided to start the City of Sylvania's collection of the tax on December 1, 2020.

Resolution 20-003 – Resolution to Levy an Income Tax

Oliver Turner made the motion. Kim Wood seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

Resolution 20-004 – Resolution to Approve Contract Between the JEDD Board and the City of Sylvania as Tax Administrator Contingent by Approval of the City of Sylvania

Kim Wood made the motion. Loren Sengstock seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

14. Establish Meeting Schedule

Discussion was held amongst the members.

The next meeting was scheduled for Monday, October 19th at 2:00 pm. At that time a schedule may be established since a Chairperson has yet to be appointed.

A records commission will be considered at the Monday, October 19th meeting.

15. Hearing of the Public (Non-Agenda Items)

Attendees must register their intention to participate upon their arrival.

No one wished to speak.

16. Open Discussion & Reports

During the meeting it was noted that the Township has a dedicated page for posting of information relating to the JEDD.

Oliver Turner and Bill Sanford will notify the other members if/when a Chairperson candidate is identified.

17. Adjournment

Motion to Adjourn.

Kim Wood made the motion. Turner seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No - None

MINUTES APPROVED AT MEETING DATED: October 19, 2020