

**COLUMBIA TOWNSHIP-VILLAGE OF FAIRFAX**  
**JOINT ECONOMIC DEVELOPMENT ZONE MEETING-March 8, 2016**

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Mr. Kubicki called the meeting to order at 5:00 PM. The roll call was read and the following Board Members were present: For Columbia Township: Mrs. Hughes, Mr. Kubicki, Mr. Kritikos. For the Village of Fairfax: Mr. Shelton, Ms. Lally and Mrs. Kaminer. Also present were JED Zone Administrator Mike Lemon, JED Zone Tax Administrator Jane Fette and Fairfax Clerk Barb Blankemeyer.

The December 15, 2015 meeting minutes were presented. Mr. Kubicki made a motion to approve, seconded by Mr. Shelton. There was no discussion. All Board Members concurred with the motion. The December 2015 meeting minutes were approved.

**REPORT OF JEDZ TAX ADMINISTRATOR**

Fairfax Clerk Barb Blankemeyer introduced the new Tax Administrator Jane Fette who started work on March 7, 2016.

Ms. Blankemeyer gave a report on the changes affecting tax collection as a result of House Bill 5. Withholding payments will now come in every month instead of quarterly. Of all collections received by the JED Zone, 80% are in the form of withholding payments and 20% are on business net profit. The net profit receipts will not be received until April. Some businesses will file an extension, and those receipts will not be realized until October.

Mr. Lemon asked that since withholding collections will now come on a monthly basis, will this create more work? Ms. Blankemeyer stated that it is mostly data entry, and it will allow that work to be spread out instead of coming all at once. It should actually streamline the process more.

Mr. Lemon asked if the number of errors found in the work of the previous Tax Administrator have had an impact on revenue collections. Ms. Blankemeyer stated that there has been a lot of work in the past few months looking at everything, but it appears the errors are more administrative in nature than calculation errors.

State Audit: Ms. Blankemeyer stated that she has been in contact with the State Auditor's office regarding the errors found just to make sure they were aware of the situation. A representative from the State Auditor's office did meet with Barb, but she has not heard anything back from them after their initial meeting.

Reports and Analysis: Ms. Blankemeyer stated that collections will be received earlier in 2016 vs. 2015 because of the payment changes for House Bill 5, and she estimates that total collections will be close to \$700,000 in 2016.

**BOARD OF DIRECTOR'S REPORT/COMMENTS**

Mr. Shelton stated that the JED Zone Tax Administrator position has been determined to be more of a part-time position than a full time one. This will result in some savings to Columbia Township.

Ms. Blankemeyer asked if there was any news on when CBT would be opening at the former K-Mart site. Mr. Lemon stated that they are hoping by July 1. Columbia Township has agreed to abate 50% of the earnings tax to CBT, however, it will not affect the 10% Fairfax share. The full amount of taxes will be collected, Fairfax will keep their 10% share, then CBT will receive a 50% rebate on the remaining portion. Ms. Blankemeyer stated that she would like a copy of that agreement so the JED Zone office has something for their files.

**RESOLUTIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

The Board again welcomed Jane Fette and looks forward to working with her.

**APPROVAL OF BILLS/BANK RECONCILIATIONS**

Mrs. Hughes made a motion to approve the bills and bank reconciliations, seconded by Mr. Kubicki. Upon roll call: Mrs. Hughes, aye; Mr. Kritikos, aye; Mr. Kubicki, aye; Ms. Lally, aye; Mr. Shelton, aye; Mrs. Kaminer, aye. The motion carried.

**FUTURE MEETING DATES**

The next meeting will be Tuesday June 14, 2016 [This meeting was changes to Tuesday June 7, 2016 on a later date]

There was no other business discusse3d. Mr. Kubicki made a motion to adjourn the meeting, seconded by Ms. Lally. The meeting was adjourned.

**BOARD SIGNATURES**

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Recording Secretary: Jennifer Kaminer

