

**COLUMBIA TOWNSHIP/VILLAGE OF FAIRFAX  
JOINT ECONOMIC DEVELOPMENT (JED) ZONE  
Board Meeting Minutes  
September 20, 2016**

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

Mr. Kubicki asked for approval of the June 7, 2016 Board minutes. Mr. Kubicki made a motion to approve, seconded by Mr. Shelton. There was no discussion. All Board Members concurred with the motion. The March 2016 Board meeting minutes were accepted.

**REPORT OF JED ZONE TAX ADMINISTRATOR:**

Mrs. Fetter reported the State Auditor has completed the on-site audit for the JED Zone and she is awaiting the final report. Auditor Rick Johns stated on his last day on site that he did not come across any glaring issues so she is hopeful for a good report.

Mrs. Fette provided an Income Receipt Summary and report to the Board. For tax receipts from the JED Zone, collections YTD in 2016 are \$632,585.11 through the third quarter. In comparison, the 3<sup>rd</sup> quarter receipts for 2015 were \$556,081.94. There is an increase of \$76,503.17 for 2016.

Refunds are down, which can be attributed to less growing pains since most businesses are now used to filing their taxes.

Some updates have been made to the JEDZ Tax section of the Columbia Township website. Forms have been updated and a Frequently Asked Questions section has been added as well as some other tweaks. Kimberly Gray from Columbia Township has been helpful in assisting with this effort.

Mr. Kubicki stated that he is pleased with the increased receipts for 2016. He asked if there was an estimate of how much may be collected in 2016 in total. Ms. Fette stated that we may reach \$800,000 in collections. Mr. Kubicki asked what the current mechanism is for enforcement of tax collection in the JED Zone. Ms. Fette stated that the JED Zone Agreement as well as the statute from the ORC dictating the law for a JED Zone is provided to the business. She has not experienced any big push backs from any given company. Once a company receives the information, they have a better understanding of how the JED Zone works and have had their questions answered.

**BOARD OF DIRECTOR'S COMMENTS**

Mr. Lemon stated that to add on to the comments regarding the recent audit, he does expect the report to list a few items that must be adopted. The JED Zone will need to prepare an annual budget and appropriation. Mr. Shelton asked if it would be necessary to have a meeting of the JED Zone Board before the regular December meeting to discuss a budget or other items that may come out of the audit. Mr. Lemon stated that these items can be addressed at the regular December meeting, but since the Clerk-Treasurer at the Village of Fairfax will need to incorporate the JED Zone budget/appropriation into the Village's overall budget/appropriation, it would be best if she and/or Ms. Metzger, the Asst. to the Clerk-Treasurer attend future JED Zone meetings.

**RESOLUTIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Lemon presented a budget to the Board for 2017. Projected revenues are \$1,025,000 and projected expenses are \$1,005,300. The budget has already been presented to the Clerk-Treasurer at the Village of Fairfax and they have reviewed and verbally approved it. Mr. Lemon stated that if adjustments need to be made, they can be done throughout the year. Mr. Shelton made a motion to approve the 2017 Budget, seconded by Mr. Kubicki. All Board Members concurred with the motion. The 2017 Budget was approved.

Election of Board Officers in December: Mr. Lemon reminded the Board that officers for 2017 should be appointed at the regular meeting in December.

**APPROVAL OF BILLS, BANK RECONCILIATION AND FINANCIAL REPORTS**

Mr. Kubicki made a motion to approve the bills, bank reconciliation and financial reports presented by Ms. Fette. Mrs. Kaminer seconded the motion. All Board Members concurred with the motion. The motion carried.

**ANNOUNCEMENTS**

None

**FUTURE MEETING DATES**

- December 13, 2016
- March 14, 2017
- June 13, 2017
- September 12, 2017

**BOARD OF TRUSTEES**

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_____	_____
_____	_____

Respectfully submitted,

Jennifer Kaminer  
Recording Secretary

