

**COLUMBIA TOWNSHIP-VILLAGE OF FAIRFAX
JOINT ECONOMIC DEVELOPMENT ZONE (JEDZ)
Board Meeting Minutes March 14, 2017**

Attendance: Columbia Township: Susan Hughes and Chris Kritikos. David Kubicki was absent. Fairfax: Carson Shelton, Sharon Lally and Jennifer Kaminer. Also present were JEDZ Administrator Mike Lemon, JEDZ Tax Administrator Jane Fette and Fairfax Asst. Clerk-Treasurer Charlene Metzger.

Mr. Shelton called the meeting to order at 5:00 PM. The roll call was read and the Board Members noted above were present. The Pledge of Allegiance was recited.

Approval of December 2016 meeting minutes: Ms. Lally made a motion to approve the minutes, seconded by Mr. Shelton. All Board Members present concurred with the motion. The December 2016 JEDZ meeting minutes were approved.

REPORT OF THE JEDZ TAX ADMINISTRATOR

Ms. Fette provided handouts to the Board. Sheet A listed the current YTD collections of \$210,974.33. This is slightly above the 2016 YTD collections.

Sheet B detailed the full year 2016 collections of \$955,424.37 vs. the \$760,209.39 collected in 2015. This is an increase of \$195,214.98 or a 26% increase.

Sheet C compared 2015 collections vs. 2014 collections. There has been an increase each year since the JEDZ was formed. Increases are due almost all businesses being registered as well as having an understanding of the system. Increased efforts were also made for past due collections for 2015 and 2016.

Mrs. Hughes asked if all businesses within the JEDZ were now paying. Ms. Fette stated that we are close to 100%. There are a few businesses whose headquarters are out of state, so it has been a slower process to get them acclimated to the system.

Mr. Lemon reported that Remke and Office Depot have closed. Remke will become a recreational facility called Urban Air that will have trampolines and indoor golf. There will not be near as many employees as Remke had so he does not expect a lot of earnings tax to be generated from this business. The former Sam's Club/Home Emporium is being converted to a self-storage/flex space facility. He anticipates the receipts for 2017 to taper off or become more flat.

Carson Shelton thanked Ms. Fette for her reports and collection efforts and appreciates the good job she has done since she started in the position of Tax Administrator. The Board concurred with Mr. Shelton's sentiment.

BOARD OF DIRECTOR'S REPORT

None

RESOLUTION

2017 Appropriation: Mr. Lemon stated that the 2017 appropriation was adopted/passed at the December 2017 meeting, but it was in a spreadsheet, not in a resolution format. He has since put the information in a resolution for the Board to officially sign.

OLD BUSINESS

State Audit Report: Mr. Lemon stated that the audit report has been officially released. Considering all of the concerns we had, the report turned out very well. He, Jane Fette and Charlene Metzger met with the State Auditor and reviewed the report. With the adoption of some policies and procedures that were recommended from the audit, we will have fully complied with the auditor’s recommendations.

NEW BUSINESS

Adoption of Policies: The following policies were reviewed and recommended for adoption by the Board:

- Confidential Information
- Depositing Receipts of Public Funds
- Posting of Public Funds Receipts
- Monthly Bank Reconciliation
- Monthly Financial Reports
- Travel, Expense and Meal Reimbursement
- Gifts and Gratuities

Ms. Lally made a motion to adopt all policies and procedures, seconded by Mrs. Hughes. All Board Members present concurred with the motion. The motion carried.

APPROVAL OF BILLS, BANK REC/FINANCIAL REPORTS

Ms. Lally made a motion to approve said reports, seconded by Mrs. Hughes. All Board Members present concurred with the motion. The motion carried.

ANNOUNCEMENTS

Mr. Shelton stated that Fairfax Council has recently passed an ordinance to hire a new Asst. Clerk-Treasurer, Jeanetta Anderson, to replace Charlene Metzger who is retiring June 30, 2017. She will begin work in April to train with Ms. Metzger for three months.

GENERAL DISCUSSION

None

ADJOURN

Mrs. Hughes made a motion to adjourn the meeting, seconded by Mr. Kritikos. All Board Members present concurred with the motion. The meeting was adjourned.

Respectfully submitted,
Jennifer Kaminer, Recording Secretary

BOARD SIGNATURES

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