

**COLUMBIA TOWNSHIP-VILLAGE OF FAIRFAX
JOINT ECONOMIC DEVELOPMENT ZONE (JEDZ)
Board Meeting Minutes
July 14, 2020**

Board Attendance: Columbia Township: Mrs. Hughes. Mr. Kubicki and Mr. Kritikos were absent.
Fairfax: Mayor Shelton, Ms. Lally, Mrs. Kaminer

Also present were JED Zone Administrator Melissa Taylor, JED Zone Tax Administrator Jane Fette, Fairfax Fiscal Officer Rob Doppes and Columbia Township consultant Mike Lemon.

Mr. Shelton called the meeting to order at 5:16 with the Pledge of Allegiance and Board roll call.

Mr. Shelton asked for approval of the March 10, 2020 Board meeting minutes. Mr. Shelton made a motion to approve, seconded by Mrs. Hughes. All Board Members present concurred with the motion. The March 2020 meeting minutes were approved.

JEDZ TAX ADMINISTRATOR REPORT

Mrs. Fette reported that the 2nd quarter distributions and reimbursements are as follows:

• Village of Fairfax Expense Rmbsts.	\$40,816.09
• Reserve 1%	\$ 2,345.06
• Escrow 2%	\$ 4,690.12
• Columbia Township 90%	\$204,723.79
• Fairfax 10%	<u>\$ 22,747.09</u>
TOTAL	\$275,322.15

The 2020 2nd quarter tax revenue is down compared to 2nd quarter 2019 for 2 reasons:

- There was a one-time bump in 2019 from the collection of back taxes
- COVID-19 has affected businesses and both net profit and payroll taxes are down. Mrs. Fette anticipates this will affect the next year as well. There was a refund made in 2020 of \$41,378.02 compared to the 2019 YTD amount of \$6,594.

The 2021 Budget will be presented at the meeting under New Business. Mrs. Fette stated that the 2021 budget is similar to the 2020 budget except that revenues have been decreased to \$900,000 from \$1,100,000 due to uncertainties with COVID-19. The reimbursable expenses were increased slightly for Tax Administrator salary, refunds, auditor fees and operating expenses. The rest of the budget is determined by the distribution formula for escrow, reserve and portions to Columbia Township and Fairfax.

Mr. Shelton asked for approval of the Tax Administrator's report. Ms. Lally made the motion, seconded by Mrs. Hughes. All Board Members present concurred with the motion. The motion carried.

OLD BUSINESS

None

NEW BUSINESS

2021 Budget: Revenues projected at \$900,000, Expenses projected at \$900,000.
Columbia Township estimated to receive \$714,681.45 and the Village of Fairfax \$79,409.05 in 2021.

Ms. Lally made a motion to approve the 2021 Budget, seconded by Mr. Shelton. All Board Members present concurred with the motion. The 2021 Budget was approved.

JEDZ Administrator and Columbia Township Administrator Ms. Taylor stated that she is working on the Township’s economic development program and wants to get an understanding of where there is potential risk in regards to larger employers within the Township. She understands that tax law/rules prevent her from receiving proprietary information about specific businesses, but she is interested in getting some information in aggregate for planning purposes. She had a discussion with Mrs. Fette who suggested she bring up the issue at the Board meeting so that she can have a clear direction on what the Board is comfortable with in regards to that information.

Ms. Taylor stated that she would like to get information on the top 10 employers of the Township including the total employment in aggregate and the top income tax/withholding payers in aggregate. The Board consented to have Ms. Taylor check with the Township’s solicitor to make sure that any laws/rules are followed so that Mrs. Fette is assured she can release the information requested.

APPROVAL OF BILLS, BANK RECONILIATIONS, FINANCIAL REPORTS

Ms. Lally made a motion to approve the bills, bank reconciliations and financial reports, seconded by Mrs. Hughes. All Board Members present concurred with the motion. The motion carried.

There was no other business discussed.

Future meeting dates:

September 8, 2020
December 8, 2020

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

BOARD MEMBERS

Susan Hughes	<u>Susan Hughes</u>	Jennifer Kaminer	<u>Jennifer M Kaminer</u>
Chris Kritikos	<u>vacated</u>	David Kubicki	<u>absent</u>
Sharon Lally	<u>Sharon Lally</u>	Carson Shelton	<u>Carson L Shelton</u>

Respectfully submitted, Jennifer Kaminer Recording Secretary