

**COLUMBIA TOWNSHIP-VILLAGE OF FAIRFAX
JOINT ECONOMIC DEVELOPMENT ZONE (JEDZ)
Board Meeting Minutes
December 8, 2020**

Ms. Lally called the meeting to order. The roll call was read and the following Board Members were present: Mrs. Hughes, Mr. Lamar, Ms. Lally and Mrs. Kaminer. Mr. Kubicki and Mr. Shelton were absent. Also present were JEDZ Administrator Melissa Taylor, JEDZ Tax Administrator Jane Fette and Fairfax Fiscal Officer Rob Doppes.

Ms. Lally asked for approval of the September 8, 2020 board meeting minutes. Mr. Lamar made a motion to approve, seconded by Mrs. Hughes. There was no discussion. All Board Members present concurred with the motion. The September 2020 meeting minutes were approved.

JEDZ TAX ADMINSTRATOR UPDATE

Mrs. Fette presented her quarterly report. The YTD tax revenue through the month of November 2020 is \$1,042,700.30. She noted that this is down 8% from the prior year, but the percentage has improved from the 11% down in the 2nd quarter and 23% down in the first quarter.

Several factors have affected the YTD collections including the extension of filing for net profits from April to July and the overall effects of COVID-19. In June 2019, there was also a 1-time payment received which has skewed the comparative numbers.

The Appropriations for 2021 may be discussed this evening, and Mrs. Fette does not anticipate any amounts changing from the budget that was presented in July.

The refunds for 2020 YTD are \$42,008.27.

The quarterly payouts to Columbia Township, Village of Fairfax, and escrow and reserve accounts have been processed for the 3rd quarter.

The bank reconciliations and all accounts have been reconciled through November 2020.

Mr. Lamar asked if Mrs. Fette expects the 4th quarter to be similar to the 3rd quarter. Mrs. Fette stated that it may not necessarily match, but the JEDZ has received \$1million to date.

BOARD OF DIRECTOR'S REPORT

None

RESOLUTIONS

Ms. Taylor stated that she has prepared a resolution for the 2021 Appropriation based on the template that has been used for the past several years. The numbers from the 2021 Budget submitted in July have been used. This item was not on the original agenda, so upon advice of the solicitor, she asked for a motion to add Resolution 2020__JEDZ 2021 Appropriations to the agenda with one reading. Mrs.

Hughes made the motion, seconded by Mrs. Kaminer. Upon roll call: Mrs. Hughes, aye; Mr. Lamar, aye; Ms. Lally, aye; Mrs. Kaminer, aye. The motion carried.

Mrs. Fette reviewed the resolution that totals \$900,000 in expenses for 2021. Ms. Taylor informed Mr. Lamar that Columbia Township will have the distribution estimated for Columbia Township of \$714,681.45 included in their budget.

Ms. Taylor stated that she will also review the JEDZ Agreement with Mr. Lamar since he is a new trustee.

Mrs. Kaminer made a motion to approve the 2021 Appropriation Resolution, seconded by Mr. Lamar. Upon roll call: Mrs. Hughes, aye; Mr. Lamar, aye; Ms. Lally, aye; Mrs. Kaminer, aye. The 2021 Appropriation resolution was approved.

OLD BUSINESS

None

NEW BUSINESS

Property and Liability Insurance Renewal 2021: Ms. Taylor spoke to the solicitor about the insurance renewal and learned it was a statutory requirement for the Board to ensure that the entity is insured. The solicitor stated that this could be done via motion for this meeting. In the future, he recommended that a resolution be prepared.

Ms. Taylor asked for a motion to authorize the JEDZ administrator to renew the 2021 JEDZ property and liability insurance policy and authorize the JEDZ tax administrator to pay Hylant \$2,243. Mrs. Hughes made the motion, seconded by Ms. Lally. Upon roll call: Mrs. Hughes, aye; Mr. Lamar, aye; Ms. Lally, aye; Mrs. Kaminer, aye. The motion carried.

Election of Officer for 2021: Ms. Lally made a motion for Mr. Shelton to be president of the JEDZ Board for 2021, seconded by Mrs. Hughes. There were no other nominations. All Board Members present concurred with the motion. The motion carried.

Ms. Lally made a motion for Mrs. Hughes to be vice president of the JEDZ Board, seconded by Mr. Lamar. There were no other nominations. All Board Members present concurred with the motion. The motion carried.

Ms. Lally made a motion for Mrs. Kaminer to be secretary of the JEDZ Board, seconded by Mr. Lamar. There were no other nominations. All Board Members present concurred with the motion. The motion carried.

ANNOUNCEMENTS

None

APPROVAL OF BILLS, BANK RECONCILIATION AND FINANCIAL REPORTS

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

2021 MEETING DATES

- March 9, 2021
- July 13, 2021 (moved from June for the annual budget meeting)
- September 14, 2021
- December 14, 2021

BOARD MEMBERS

Susan Hughes 

Sharon Lally 

David Kubicki _____

Brian Lamar 

Jennifer Kaminer 

Carson Shelton 