

**COLUMBIA TOWNSHIP-VILLAGE OF FAIRFAX
JOINT ECONOMIC DEVELOPMENT ZONE
Board Minutes
July 13, 2021**

Mr. Lamar called the meeting to order at 5:00 PM with the pledge of allegiance. The roll call was read and the following JEDZ Board Members were present: For Columbia Township -Mrs. Hughes and Mr. Lamar. Mr. Kubicki was absent. For Fairfax – Ms. Lally, Mrs. Kaminer and Mr. Shelton. Also present were JEDZ Board of Director Ms. Taylor, outgoing JEDZ Tax Administrator Jane Fette, new JEDZ Administrator Janet Burandt and Fairfax Fiscal Officer Mr. Doppes.

Mr. Lamar asked for approval of the March 9, 2021 board meeting minutes. It was noted that a typo on page one was corrected. Mr. Shelton made a motion to approve the minutes, as corrected, seconded by Mrs. Hughes. All Board Members concurred with the motion. The meeting minutes were approved.

JEDZ TAX ADMINISTRATOR

Ms. Burandt provided updates on the following:

The 2021 2nd quarter distributions were made totaling \$490,255.87. After reimbursements and distributions to escrow and reserve, Columbia Township received an amount of \$418,631.26 and Fairfax received \$46,514.58.

A comparison of 2nd quarter between 2020 and 2021 showed collections in the amount of \$490,410 for 2021 and \$279,231 for 2020. Ms. Burandt noted that the tax deadline was extended to July 2020 due to COVID, so the numbers are skewed. The total amount of net profit received to date in 2021 is \$766,470 compared to \$552,705 in 2020.

The 2022 Budget projects revenues to be \$1,100,000 vs. \$900,000 in 2021. The estimate for 2021 was conservative since effects of COVID were unknown, however, it appears that we will collect more than \$900,000 in 2021 since the collections through 2nd quarter are already at \$766,470.

The expenses for 2022 are projected to be \$93,050. An audit will occur in 2022, so \$5,000 has been added to the budget. An increase of refunds to \$40,000 was also made as refunds can vary greatly year to year. The average over the last five years has been \$23,900.

Ms. Burandt noted that all of the reconciliations are complete and in balance.

Mr. Lamar stated that he would formally like to welcome Ms. Burandt and thank her for the informative report. He also thanked Mrs. Fette for all of her work over the years getting the JED Zone accounting system set up and things working efficiently. He and the board wished Jane the best in all of her future endeavors.

BOARD OF DIRECTOR'S REPORT

None

RESOLUTIONS

None

OLD BUSINESS

None

NEW BUSINESS

2022 Budget: Ms. Burandt presented the budget and stated that both revenues and expenses for 2022 are budgeted to be \$1,100,000. Operating expenses have been increased from \$80,600 to \$93,050 due to an audit occurring in 2022 and the possibility of additional refunds.

Mr. Shelton made a motion to adopt the 2022 Budget, seconded by Mrs. Kaminer. Upon roll call: Mrs. Hughes, aye; Mrs. Kaminer, aye; Mr. Lamar, aye; Ms. Lally, aye; Mr. Shelton, aye. The 2022 Budget was approved.

Ms. Taylor noted that she has a copy of the last audit and it will be necessary to establish a records commission. There needs to be a chairperson, fiscal representative and legal counsel, at a minimum, on the commission. The requirement is to meet at least once a year, and other times as needed. This can be an item of discussion for the next meeting agenda. Ms. Taylor stated that she will also email a copy of the last audit to Ms. Burandt so that she can see other items that need attention.

APPROVE PAYMENT OF BILLS, BANK RECONCILIATIONS, FINANCIAL REPORTS

Mr. Hughes made a motion to approve all bills, reconciliations and reports. Mr. Shelton seconded the motion. All Board Members concurred with the motion. The motion carried.

ANNOUNCEMENTS

None

FUTURE MEETING DATES

September 14, 2021

December 14, 2021

There was no other business discussed.

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

JEDZ BOARD MEMBERS

Mrs. Hughes *Mrs. Hughes*

Ms. Lally *Shirley Lally*

Mr. Kubicki *absent*

Mr. Lamar *Brian Lamar*

Mrs. Kaminer *Jennifer M. Kaminer*

Mr. Shelton *Carson L. Shelton*