

# Reynoldsburg

OHIO • 1839

Necol Washington, Chair  
Lori Gischel, Treasurer/Secretary  
John Kennard, Etna Township  
Jackie Cotugno, Owners  
Rozland McKee, Employees

Etna Township Hall  
81 Liberty Street  
Etna, OH 43018

## Etna Reynoldsburg Joint Economic Development District #7 Board of Directors Meeting

Mollie Prasher, Clerk  
City of Reynoldsburg

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**Friday, February 16, 2024**

**12:00 PM**

**Etna Township Hall**

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - a. Regular Meeting Minutes from November 2023
- 5. NEW BUSINESS**
- 6. OLD BUSINESS**
  - a. City of Reynoldsburg Clerk Services Agreement
- 7. TREASURER'S REPORT**
  - a. Finance and Distribution Report
  - b. Appropriations/Budget
  - c. Payment of Outstanding Invoices
- 8. ATTORNEY'S REPORT**
- 9. BOARD MEMBER COMMENTS**

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ADJOURNMENT

**Joint Economic Development District No. 7  
Regular Board Meeting Minutes  
November 17, 2023**

A Regular Meeting of the Board of Directors of Joint Economic Development District No. 7, Etna Township, Licking County, Ohio was held pursuant to notice on November 17, 2023 at 11:00 a.m. at the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018. An agenda was previously distributed to each Board member and notice posted.

**1. CALL TO ORDER, CHAIRPERSON**

At 12:43 p.m. Necol Washington called the meeting to order.

**2. ATTENDANCE**

Roll call attendance was taken, with the following Board members present: Rozland McKee, Lori Gischel, Jackie Cotugno, John Kennard and Necol Washington. John Albers and Catina Taylor with the law firm of Albers and Albers were also present.

Guest(s) present:     Darren Least, Assistant Attorney, City of Reynoldsburg  
                              Stephen Cicak, Auditor for the City of Reynoldsburg  
                              Shanette Strickland, Reynoldsburg City Counsel, Ward 1  
                              Nita Hanson, Etna Township Administrator

**3. APPROVAL OF MINUTES**

**August 25, 2023** – Rozland McKee made a motion to approve the August 25, 2023 meeting minutes, as presented. Seconded by Jackie Cotugno. Vote: All Aye.

**4. NEW BUSINESS**

4.1.     None

**5. OLD BUSINESS**

5.1.     Discussion ensued regarding the JEDD Board insurance renewal, which current policy expired September 4, 2023. Rozland McKee stated that Etna Township scheduled a special meeting in order to approve the renewal of the JEDD Board insurance quote from Assured Partners. Lori Gischel stated that the insurance premium is a reimbursement expense and reviewed the procedure to process the payment to Assured Partners. Further discussion ensued regarding future notice

from Assured Partners to the City of Reynoldsburg. John Albers stated that he encourages the bidding process for insurance quotes and can provide the Board with quotes being received by other JEDD Boards if the Board would like. It was discussed that the bidding process would be discussed prior to the next insurance renewal in 2024.

## **6. TREASURER'S REPORT**

- 6.1. Lori Gischel reviewed the Fiscal Information/ Treasurer Report packet and corresponding reports provided to the Board. Lori stated that she would contact Heartland Bank and inquire regarding a minimum deposit.

Thereafter, Jackie Cotugno moved to approve the Fiscal Information/ Treasurer Report. Seconded by Rozland McKee. Vote: All Aye.

- 6.2. Lori Gischel addressed the 2024 Proposed Budget. John Albers discussed the commitment of sums in the BIA account to reimbursement of developers, thereby limiting the availability of money in the account for other purposes.

Thereafter, Lori Gischel moved to approve the 2024 Proposed Budget as presented. Seconded by Rozland McKee. Vote: All Aye.

- 6.3. Rozland McKee moved to approve the payment of invoices as presented. Seconded by Jackie Cotugno. Vote: All Aye.

- 6.4. Audit Update, if any- None.

- 6.5. Report by BHM Group, if any- already provided.

Thereafter, discussion ensued regarding additions to the Agenda prepared by Lori Gischel labeled "Possible Topics for Discussion". The first topic addressed was the Agreement for Clerk and Secretarial Services. John Albers suggested amending the Agreement to remove Etna Township as a party to the Agreement. Thereafter, Rozland McKee moved to approve the proposed Agreement with the suggested amendment to remove Etna Township as a party to the Agreement. Seconded by Jackie Cotugno. Vote: All Aye. Thereafter, John Albers recommended that the City of Reynoldsburg prepare the revision and bring to the next JEDD Board meeting for signature.

Thereafter, proposed dates for the 2024 Regular Meeting Schedule were discussed. The regular meeting dates were determined to be: February 16, 2024; May 17, 2024; August 23, 2024; and November 22, 2024 all beginning at 11:00 a.m. at the Etna Township Hall. Rozland McKee moved to approve the dates discussed as the 2024 Regular Meeting Schedule. Seconded by Jackie Cotugno. Vote: All Aye.

**7. ATTORNEY'S REPORT**

None.

**8. COMMENTS FROM BOARD MEMBERS**

None.

**9. MOTION TO ADJOURN**

There being no further business to discuss, Motion was made by Rozland McKee to adjourn the meeting. Seconded by Jackie Cotugno. Vote: All aye. Meeting adjourned at 12:53 p.m.



**STAFF REPORT  
REYNOLDSBURG**

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**DATE:** February 16, 2024

**RE:** City of Reynoldsburg Clerk Services Agreement

**APPROVALS:**

Joe Begeny  
Stephen Cicak  
Chris Shook  
Mollie Prasher

**EMERGENCY:**

**REASON FOR EMERGENCY:**

**STAFF REPORT:**

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**RESOLUTION NO. 2024-13**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AGREEMENTS WITH THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICTS 1, 2, 3, 4, AND 7 FOR CLERK AND SECRETARIAL SERVICES**

WHEREAS, the City of Reynoldsburg and the Board of Trustees for Etna Township have entered into various Joint Economic Development Districts (JEDDs 1, 2, 3, 4, and 7); and

WHEREAS, Section 2.5.3.1.3 of the JEDD contracts states the JEDD Boards may contract with either the township or the City for secretarial services and other staffing “on such terms as the Board and the respective Contracting Parties may agree;” and

WHEREAS, the JEDD Boards, City, and Township agree that the JEDD Boards would be best served by the City providing clerk and secretarial services in preparation of notices, agendas, agenda packets, and meeting minutes; and

WHEREAS, the JEDD Boards shall compensate the City for the clerk and secretarial services provided in the annual amount of one thousand dollars (\$1,000.00) per JEDD Board to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to sign an agreement with the JEDD Boards 1, 2, 3, 4, and 7 for clerk and secretarial services including the preparation of notices, agendas, agenda packets, and meeting minutes.

SECTION 2. That the City shall be compensated for the clerk and secretarial services provided in the annual amount of one thousand dollars (\$1,000.00) per JEDD Board to be paid from the Gross Revenues of the JEDD.

SECTION 3. That this Resolution will be effective immediately upon approval by Council and the signature of the Mayor.

PASSED this 12<sup>th</sup> day of February, 2024.




Shanette Strickland, Council President Pro Temp

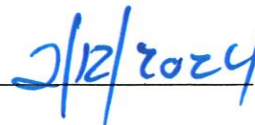
ATTEST:

  
Mollie Prasher, Clerk of Council

APPROVED:

  
Joe Begeny, Mayor

DATE



**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT #7  
AGREEMENT FOR CLERK AND SECRETARIAL SERVICES**

This Agreement for Clerk and Secretarial Services (“Agreement”) is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the BOARD OF DIRECTORS OF THE ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 3 (“JEDD Board”), a public body organized and existing under the provisions of the Ohio Revised Code (“ORC”) Section 715.72; the CITY OF REYNOLDSBURG (“City”), an Ohio municipal corporation located in Franklin, Fairfield, and Licking Counties, Ohio, acting through its City Council; and the TOWNSHIP OF ETNA (“Township”), an Ohio township and political subdivision located in Licking County and organized and existing under the laws of the state of Ohio, acting through its Board of Trustees.

**RECITALS**

**WHEREAS**, pursuant to ORC 715.72, the City and Township have entered into a Joint Economic Development District Contract (“JEDD Contract”), executed as of \_\_\_\_\_, creating the Etna-Reynoldsburg Joint Economic Development District 7 (“JEDD”). The JEDD is comprised of approximately \_\_\_\_\_ acres of land located in the Township; and

**WHEREAS**, the JEDD Contract was authorized by the Board of Trustees of the Township by Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_ (“Township Resolution”) and City Council by Ordinance No. \_\_\_\_\_, passed on \_\_\_\_\_. (“City Ordinance”); and

**WHEREAS**, Section 2.5.3.1.3 of the JEDD Contract states the JEDD Board may contract with either the Township or the City for secretarial services and other staffing “on such terms as the Board and the respective Contracting Parties may agree.”; and

**WHEREAS**, the JEDD Board, City, and Township agree that JEDD Board would be best served by the City providing clerk and secretarial services in preparation of the agenda, agenda packet, and meeting minutes.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth in this Agreement, the JEDD Board, City, and Township agree and bind themselves, their agents, employees, and successors as follows:

**1. Clerk and Secretarial Services**

- A. The City, Township, and JEDD Board hereby agree that the Clerk of Council for the City of Reynoldsburg shall provide clerk and secretarial services to the JEDD Board, pursuant to Section 2.5.3.1.3 of the JEDD Contract.

- B. Such services shall consist of the preparation of the agenda, agenda packet, required notices, and meeting minutes for all regular, special, and emergency meetings of the JEDD Board, as required by ORC Section 121.22.
- C. The Clerk of Council for the City of Reynoldsburg shall cooperate with the Chair of the JEDD Board in preparation of the agenda, agenda packet, required notices, and meeting minutes for the JEDD Board.
- D. Meeting minutes for the JEDD Board shall be prepared promptly and provided to the members of the JEDD Board for review, revision, and adoption at the next regularly scheduled meeting of the JEDD Board.

## **2. Compensation to the City of Reynoldsburg**

- A. The JEDD Board shall compensate the City for the clerk and secretarial services so provided in the annual amount of one thousand dollars (\$1,000.00) to be paid from the Gross Revenues of the JEDD pursuant to Section 4.2.1.2 of the JEDD Contract.
- B. The City shall submit an invoice to the JEDD Board at least one (1) week prior to the second meeting of the calendar year in which such services are to be rendered.
- C. For services provided for the year 2023, the JEDD Board shall compensate the City for clerk and secretarial services in the amount of two-hundred fifty dollars (\$250.00), such invoice to be submitted by the City to the JEDD Board at least one (1) week prior to the fourth meeting of the calendar year 2023.

## **3. Notices**

Any notice required by this Agreement shall be in writing, shall be signed by the party giving the same and shall be deemed given when the same is delivered to the party to which it is addressed at such party's notice address determined as follows:

- (a) Etna-Reynoldsburg Joint Economic Development District 7  
Attn: Board Chair  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the JEDD Board shall have given notice to the City and Township.

- (b) City of Reynoldsburg  
Attn: Clerk of Council  
7232 E. Main Street  
Reynoldsburg, Ohio 43068

Or such other address of which the City shall have given notice to the JEDD Board and Township.

(c) Etna Township  
Attn: Board Secretary  
81 Liberty St.  
Etna, Ohio 43018

Or such other address of which the Township shall have given notice to the JEDD Board and City.

4. **Term and Termination.** This Agreement shall be until December 31, 2024, which shall be automatically extended one year each year hereafter unless otherwise terminated as provided herein. This Agreement may be terminated by any party thereto by providing written notice of termination at least ninety (90) days prior to the end of the calendar year.
5. **Multiple Originals.** This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.
6. **Entire Agreement.** This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions, or obligations whatsoever, either expressed or implied, other than herein set forth, shall be binding upon either Sellers or Purchaser.
7. **Amendments and Modifications.** No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by the Parties.
8. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio, and the venue for any claim relating to said Agreement shall be an applicable Court in Franklin County, Ohio.

The Parties hereto have executed this Agreement on the date(s) indicated immediately below their respective signatures.

**ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 7**

\_\_\_\_\_  
By: Necol Washington, Chair

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**ETNA TOWNSHIP BOARD OF TRUSTEES**

\_\_\_\_\_  
By: Rozland McKee, President

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Attorney for Township

**CITY OF REYNOLDSBURG**

\_\_\_\_\_  
By: Joe Begeny, Mayor

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Chris Shook, Esq.  
City Attorney

**FISCAL OFFICERS' CERTIFICATIONS**

The undersigned Fiscal Officer of the Board of Directors, Reynoldsburg-Etna Joint Economic Development District 7, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: \_\_\_\_\_  
Treasurer, JEDD 7, Board of Directors

The undersigned Fiscal Officer of the City of Reynoldsburg, Licking County Ohio hereby certifies that the moneys required to meet the obligations of the JEDD District during the calendar year 2023 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the treasury of the JEDD or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

\_\_\_\_\_  
By: Stephen Cicak  
Reynoldsburg City Auditor



**STAFF REPORT  
REYNOLDSBURG**

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**DATE:** February 16, 2024

**RE:** Finance and Distribution Report

**APPROVALS:**

Mollie Prasher

**EMERGENCY:**

**REASON FOR EMERGENCY:**

**STAFF REPORT:**

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**INCOME TAX DEPARTMENT**

Lori Gischel, Income Tax Administrator and JEDD Treasurer  
7232 EAST MAIN STREET  
REYNOLDSBURG, OHIO 43068  
(614) 322-6865 phone  
(614) 322-6864 fax



**MEMORANDUM**

**DATE:** February 16, 2024  
**TO:** Etna-Reynoldsburg Joint Economic Development District (JEDD) Board 7  
**RE:** Fiscal Information

The reports attached and herein: Income Tax Revenue, Distribution, and Comparison Reports, Period Invoices, along with the Balance Sheet and Receipts and Disbursements are as of October 31, 2023. Items to note include the reflection and impact of compliance efforts.

**Income Tax Revenue Comparison Report - JEDD 7**

Period Tax Collected	Month Distributed	Calander Year 2024	Calander Year 2023	Calander Year 2022	Gain / Loss	
4th Qtr 2023/2022/2021	January 2024/2023	\$ 54,857.94	\$ 81,335.31	\$ 3,792.00	\$ (26,477.37)	-32.55%
1st Qtr 2024/2023/2022	April 2024/2023		\$ 78,223.31	\$ 627.68		
2nd Qtr 2024/2023/2022	July 2024/2023		\$ 77,343.56	\$ 24.75		
3rd Qtr 2024/2023/2022	October 2024/2023		\$ 167,710.35	\$ 255,954.67		
<b>Net Revenue YTD</b>		<b>\$ 54,857.94</b>	<b>\$ 404,612.53</b>	<b>\$ 260,399.10</b>		

**Invoices Submitted Under the Township Reimbursement Agreement this Period**

Company	Services Rendered	Date	Amount
Albers and Albers	Professional/ Paralegal	Oct.' 2023	\$ 30.00
Albers and Albers	Professional/ Paralegal	Nov.' 2023	\$ 705.00
<b>Total</b>			<b>\$ 735.00</b>

**Audit Update**

JEDD 7 is on rotation for audit during 2024 for fiscal years ending 2023 and 2022.

## 2023 Distribution Summary - JEDD 7

Vendor	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date
JEDD Board	\$3,911.17	\$3,867.18	\$8,385.52	\$2,742.90	\$18,906.77
CITY (RITA)	\$2,346.70	\$2,320.31	\$5,031.31	\$1,645.74	\$11,344.06
CITY	\$14,393.09	\$14,231.21	\$30,858.70	\$10,093.86	\$69,576.86
JEDD BIA	\$21,589.63	\$21,346.82	\$46,288.06	\$15,140.79	\$104,365.30
Licking County Commissioners	\$10,794.82	\$10,673.41	\$23,144.03	\$7,570.40	\$52,182.66
Licking County TID	\$3,598.27	\$3,557.80	\$7,714.68	\$2,523.47	\$17,394.22
Etna Township	\$21,589.63	\$21,346.83	\$46,288.05	\$15,140.78	\$104,365.29
	\$78,223.31	\$77,343.56	\$167,710.35	\$54,857.94	\$378,135.16

**ETNA-REYNOLDSBURG JEDD 7 Distribution Report**  
**2023 - Cash Basis**  
**Distributions in Accordance with JEDD Contract**

	2023				Year-to-Date
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
<b>Gross Collections*</b>	\$78,223.31	\$77,343.56	\$167,710.35	\$54,857.94	\$378,135.16
Miscellaneous Adjustments +/-					\$0.00
<b>Total Gross Collections to Distribute</b>	\$78,223.31	\$77,343.56	\$167,710.35	\$54,857.94	\$378,135.16
Repay <b>Township</b> the costs incurred to establish the JEDD - if necessary; payable to <b>ETNA</b> Per JEDD Contract, Section 4.2.1.1	\$0.00	\$0.00	\$0.00	\$0.00	0.00
5% of Gross Revenue payable to <b>JEDD Board</b> Per JEDD Contract, Section 4.2.1.2	\$3,911.17	\$3,867.18	\$8,385.52	\$2,742.90	18,906.77
3% of Gross Revenue payable to <b>City for Tax Administration</b> Per JEDD Contract, Section 4.2.1.3	\$2,346.70	\$2,320.31	\$5,031.31	\$1,645.74	11,344.06
<b>Net JEDD Collections</b>	\$71,965.44	\$71,156.07	\$154,293.52	\$50,469.30	347,884.33
<b>Distribution of Funds Per JEDD Contract</b>					
20% of Net Revenue payable <b>CITY</b> Per JEDD Contract, Section 4.2.2.1	\$14,393.09	\$14,231.21	\$30,858.70	\$10,093.86	\$69,576.86
30% of Net Revenue payable to Board Improvement Account ( <b>BIA</b> ) Per JEDD Contract, Section 4.2.2.2	\$21,589.63	\$21,346.82	\$46,288.06	\$15,140.79	\$104,365.30
15% of Net Revenue payable to <b>Licking County Commissioners</b> Per JEDD Contract, Section 4.2.2.3	\$10,794.82	\$10,673.41	\$23,144.03	\$7,570.40	\$52,182.66
5% of Net Revenue payable to <b>Licking County Transportation Improvement District (TID)</b> Per JEDD Contract, Section 4.2.2.4	\$3,598.27	\$3,557.80	\$7,714.68	\$2,523.47	\$17,394.22
Amount = Net Revenue minus the sum of 4.2.2.1 to 4.2.2.4 payable to <b>ETNA</b> Per JEDD Contract, Section 4.2.2.5	\$21,589.63	\$21,346.83	\$46,288.05	\$15,140.78	\$104,365.29
<b>Balance After Distributions, Per JEDD Contract</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\* Parcels include: 010-018360-00.000

**ETNA REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 7**  
**Balance Sheet and Receipts and Disbursements**  
As of and for the Year Ended December 31, 2023

	December 31, 2023	
<b>ASSETS</b>		
Checking/Savings		
Heartland-BIA Account	\$ 181,757.61	
Heartland-Board Account	33,250.60	
Total Checking/Savings	215,008.21	
JEDD-Combined Fund 947-City	61,293.10	(1)
Total Current Assets	276,301.31	
<b>TOTAL ASSETS</b>	<b>\$ 276,301.31</b>	
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Fund Balance-Board Account	33,250.60	
Fund Balance-BIA Account	181,757.61	
Fund Balance-Restricted for Distribution	61,293.10	(1)
Total Equity	276,301.31	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 276,301.31</b>	
Board Account-Beginning Balance 01/01/23	\$ 13,019.96	
Board Account - Receipts 2023	20,230.64	
Board Account - Disbursements 2023	-	
Board Account-Ending Balance 12/31/23	\$ 33,250.60	
BIA Account - Beginning Balance 01/01/23	\$ 70,084.56	
BIA Account - Receipts 2023	111,673.05	
BIA Account - Disbursements 2023	-	
BIA Account-Ending Balance 12/31/23	\$ 181,757.61	

**(1)** These monies are not available for JEDD purposes but must be distributed to various entities per the distribution formulas that are set. Both the JEDD Board and the JEDD BIA will receive their proportional share in the subsequent distributions.



**STAFF REPORT  
REYNOLDSBURG**

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**DATE:** February 16, 2024

**RE:** Appropriations/Budget

**APPROVALS:**

Mollie Prasher

**EMERGENCY:**

**REASON FOR EMERGENCY:**

**STAFF REPORT:**

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**STAFF REPORT  
REYNOLDSBURG**

---

**DATE:** February 16, 2024

**RE:** Payment of Outstanding Invoices

**APPROVALS:**

Mollie Prasher

**EMERGENCY:**

**REASON FOR EMERGENCY:**

**STAFF REPORT:**

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