



**MINUTES REGULAR MEETING
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #2
May 17, 2024**

CALL TO ORDER

Chair Washington called the meeting to order at 11:20 AM.

ROLL CALL

Board Present: John Carlisle, Jackie Cotugno, Rozland McKee, Shanette Strickland, Necol Washington

Others: Darrin Leist, John Kennard, Lori Gischel, Nita Hanson, Gary Burkholder, Stephen Cicak, Thaah Young, John Albers, Morgan Syck

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

Regular Minutes Meeting of the February 16, 2024

Chair Washington made a motion to table the February 16, 2024 minutes to the August 23, 2024 meeting for corrections.

NEW BUSINESS

Amend JEDD Contract to Add Language to Hold Funds Based on Gross Revenue

Chair Washington stated that she and Attorney Leist were not sure who was going to present this new amendment.

Chair Washington moved to table this item until the August 23, 2024 meeting.

OLD BUSINESS

Status Update of Clerk Agreement

Attorney Leist stated that they made the amendment to include the signature of the Township Trustee. He stated that Township Trustee Gary Burkholder signed these agreements this morning. There was a separate Clerk Agreement for each JEDD. The agreements also required the signature of the Township Attorney, who was not currently available. He planned to send the agreements to the Township Attorney and then bring in the signed copies at the next meeting.

TREASURER'S REPORT

Fiscal Report

Councilmember Strickland stated that the invoice submitted for the first quarter under the agreement with the Township was \$6,097.50 for paralegal and professional services.

Ms. Gischel stated that as discussed during the last meeting, there were unprecedented payments coming in from 2023 with large requested refunds for the same time period. This issue caused the balance to go into the negative. At this point, the Board moved to allow the City/Agent to request distributed moneys back. Once those funds were received, the agent was able to send funds to RITA. Some of these refunds were not included in the first quarter report, because they were received after the cut-off date. Those will be included in the second quarter. Ms. Gischel clarified that all refunds were received with a transparent explanation provided to all those involved about why the refunds were necessary.

Attorney Albers asked if we have a plan if something like this happens again. Ms. Gischel explained that they can ask RITA to hold those funds rather than distributing them. This option allowed time for any mistakes or refunds to be corrected without having to ask the entities to give back any distribution they may have received. Attorney Albers stated that he agreed this should be the policy for the future to ensure that situations like this do not arise again. Attorney Leist asked how long of a time frame there is between when we receive the money until the money is expected to be distributed. Ms. Gischel stated that this process would allow RITA to be an extra check point before the money was distributed to catch those abnormal amounts. RITA could hold those funds before sending them on to the City for distribution. Attorney Albers stated that he could draft a new policy and get it out to the Board before the next meeting. Mr. Carlisle clarified that this time frame in between when Reynoldsburg received the money and when it was distributed could be shortened if a new policy allowed for an emergency Board meeting. Attorney Albers stated that whatever RITA and the City of Reynoldsburg

preferred could be incorporated in the policy.

Ms. Gischel stated that JEDD #2 was on rotation for audit this year for fiscal years 2022 and 2023. A notice was received in mid-April from the Auditor's Office for the preliminary request, but no letter of engagement had been drafted yet. She explained that during the last meeting, the Board decided to allow the Treasurer and the Chair to sign the letter of engagement.

Also attached are the distributions in accordance with the JEDD contract amendments as to what entities received what percentage of the monies distributed in the first quarter. The balance sheet with receipts and disbursements was also attached. The total assets are currently at \$360,000 and for the BIA \$48,432. Ms. Gischel stated that if there were no questions, she would ask the Board to approve the Treasurer's Report.

Mr. Carlisle made a motion to approve the Treasurer's Report. Second by Ms. Cotugno.

AYES: John Carlisle, Jackie Cotugno, Rozland McKee, Shanette Strickland, Necol Washington

NAYES:

Motion carried 5 - 0.

ATTORNEY'S REPORT

There was no Attorney's Report.

BOARD MEMBER COMMENTS

There were no Board comments.

Chair Washington made a motion to adjourn. Second by Councilmember Strickland. Motion passed.

The Board adjourned at 11:36 AM.

Necol Washington, Board Chair

Mollie Prasher, Clerk