



Necol Washington, Chair
Shanette Strickland,
Treasurer/Secretary
John Carlisle, Etna Township
Jackie Cotugno, Owners
Rozland McKee, Employees

Etna-Reynoldsburg Joint Economic Development District #1

Etna Township Hall
81 Liberty Street
Etna, OH 43018

Mollie Prasher, Clerk
City of Reynoldsburg

Etna Reynoldsburg Joint Economic Development District #1 Board of Directors Meeting

Friday, November 22, 2024

11:00 AM

Etna Township Hall

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- a. Regular Meeting Minutes of August 23, 2024

5. NEW BUSINESS

- a. Appointment of New Board Member - Rachel Zelazny

6. OLD BUSINESS

- a. Status of Clerk Agreement

7. TREASURER'S REPORT

- a. Finance Report and 2025 Budget

8. ATTORNEY'S REPORT

9. BOARD MEMBER COMMENTS

- a. Meeting Dates for 2025
Friday, February 14, 2025 11:00am
Friday, May 16, 2025 11:00am
Friday, August 22, 2025 11:00am
Friday, November 21, 2025 11:00am

10. ADJOURNMENT

ADJOURNMENT



**MINUTES REGULAR MEETING
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #1
August 23, 2024**

CALL TO ORDER

President Washington called the meeting of JEDD 1 to order.

ROLL CALL

PRESENT: Carlisle, Cotugno, McKee, Washington

Absent: Strickland

GUESTS: Paul Rennick, John Albers, Chris Shook, Lori Gischel, Mollie Prasher, Morgan Syck

APPROVAL OF AGENDA

Board Member McKee moved to approve the August 23, 2024 agenda as submitted. Second by Board Member Cotugno. Motion carried.

APPROVAL OF MINUTES

Regular Meeting Minutes of February 16, 2024

Board Member McKee moved to approve the February 16, 2024 meeting minutes as submitted. Second by Board Member Cotugno. Motion carried.

Regular Meeting Minutes of May 17, 2024

Board Member McKee moved to approve the May 17, 2024 meeting minutes as submitted. Second by Board Member Cotugno. Motion carried.

NEW BUSINESS

Status on Establishing Policy Language for Holding/Recouping Funds

Attorney Albers stated that he provided the Board with legislation to establish the Board to hold funds when excessive funds were paid, which could likely require a refund. Whenever the City received a JEDD income tax payment for a District, which it has reason to believe is likely to result in a refund of all or any part of the amount received to a taxpayer, the City would not distribute the sum, but would contact the Board about the receipt of the funds and the Board would have the authority to hold the tax payment or distribute the payment.

Chair Washington asked who would hold the funds. Ms. Gischel advised that RITA would hold the funds.

Board Member Carlisle asked how long the funds could be held. Attorney Albers responded that funds could be held until instructions were given to distribute the funds. The Board could institute a time limit on holding funds.

Board Member Carlisle made a motion to approve Resolution No. 2024-08-23-01 establishing a tax payment policy. Second by Board Member Cotugno. Roll call vote: Carlisle - Yes; Cotugno - Yes; McKee - Yes; and Washington - Yes. Motion carried 4-0.

OLD BUSINESS

Update Regarding Finalized Clerk Agreement

Attorney Shook advised that the Clerk Agreement was awaiting the Etna Township Attorney to review and approve the agreement.

TREASURER'S REPORT

Financial Reports

Ms. Gischel reported that the fiscal reports were included in the Board's packet. The revenues are projected to be \$550,000 for the year. JEDD 1 has collected \$455,000 to date. The distribution report was also included in the packet. During this reporting period, there were invoices amounting to \$625.00 for professional/paralegal services. Three certificates of deposit for \$25,000 each were purchased. Interest of \$614.19 was collected during this period. The balance sheet, receipts and disbursement were also included in the packet. The 2022-2023 audit was in the early stages.

Ms. Gischel explained that a proposed budget would be brought before the Board in November. She would be meeting with Paul Rennick of BHM. They would be reviewing JEDD's expenses to determine a budget for 2025. Revenue income was good, and the expenditures were under expectations. Mr. Rennick investing in certificates of deposit was important in order to increase revenue.

Board Member Cotugno moved to approve the finance report. Second by Board Member McKee. Roll call vote: Carlisle - Yes; Cotugno - Yes; McKee - Yes; and Washington - Yes. Motion carried 4-0.

Insurance Renewal

Ms. Gischel explained that JEDD 1 insurance renewal was provided to the Board.

The Board needed to approve the Secretary and Chair to sign the agreement and forward the invoice to the Township for payment.

Board Member Carlisle moved to approve the renewal and direct the Secretary and Chair to sign the agreement and forward the invoice to the Township for payment. Second by Board Member Cotugno. Roll call vote: Carlisle - Yes; Cotugno - Yes; McKee - Yes; and Washington - Yes. Motion carried 4-0.

ATTORNEY'S REPORT

There was no report from the JEDD Attorney.

BOARD MEMBER COMMENTS

There were no additional Board comments.

ADJOURNMENT

As there was no further business, Board Member Carlisle moved to adjourn the meeting. Second by Board Member Cotugno. Motion carried.

Necol Washington, Board Chair

Mollie Prasher, Clerk



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #1

DATE: November 22, 2024

RE: Appointment of New Board Member - Rachel Zelazny

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #1

DATE: November 22, 2024

RE: Status of Clerk Agreement

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #1

DATE: November 22, 2024

RE: Finance Report and 2025 Budget

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

INCOME TAX DEPARTMENT
Lori Gischel, Income Tax Administrator
7232 EAST MAIN STREET
REYNOLDSBURG, OHIO 43068
(614) 322-6865 phone
(614) 322-6864 fax




MEMORANDUM

DATE: November 14, 2024

TO: Etna-Reynoldsburg Joint Economic Development District (JEDD) Board 1

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, 2024.

Income Tax Revenue Comparison Report - JEDD 1

Period Tax Collected	Month Distributed	Calander Year 2024	Calander Year 2023	Calander Year 2022	2024 / 2023	
					Year Over Year Growth	
4th Qtr 2023/2022/2021	January 2024/2023	\$ 220,670.77	\$ 118,411.54	\$ 112,610.01	\$ 102,259.23	86.36%
1st Qtr 2024/2023/2022	April 2024/2023	\$ 91,405.87	\$ 98,291.28	\$ 264,762.23	\$ (6,885.41)	-7.01%
2nd Qtr 2024/2023/2022	July 2024/2023	\$ 183,386.85	\$ 118,668.34	\$ 152,275.98	\$ 64,718.51	54.54%
3rd Qtr 2024/2023/2022	October 2024/2023	\$ 192,354.56	\$ 122,366.39	\$ 119,628.22	\$ 69,988.17	57.20%
Net Revenue YTD		\$ 687,818.05	\$ 457,737.55	\$ 649,276.44	\$ 230,080.50	50.26%

Invoices Submitted Under the Township Reimbursement Agreement this Period

Company	Services Rendered	Date	Amount
Albers and Albers	Professional/ Paralegal	Jun-24	\$ 62.50
Albers and Albers	Professional/ Paralegal	Jul-24	\$ 100.00
Albers and Albers	Professional/ Paralegal	Aug-24	\$ 262.50
AOS	Audit -Fiscal Yrs. '23-'22	Sep-24	\$ 615.00
Assured Partners	Insurance	Aug-24	\$ 2,976.00
BHM CPA Group	Financial Services	Oct-24	\$ 4,950.00
Total			\$ 8,966.00

Audit Update

The ERJ 1 basic audits are now complete for the years ended December 31, 2023-2022. The AOS office found no significant compliance or accounting issues. In addition to the clean audits, we also received an Outstanding Achievement Award for Open and Transparent Government.

ETNA REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 1
Balance Sheet and Receipts and Disbursements
As of and for the Ten Month Period Ended October 31, 2024

	October 31, 2024
ASSETS	
Checking/Savings	
Heartland-BIA Account - Checking	\$ 96,411.03
Heartland-BIA Account - Certificates of Deposit	76,550.01
Heartland-Board Account	39,273.06
Total Checking/Savings/CDs	212,234.10
JEDD-Combined Fund 941-City	33,029.25 (1)
Total Current Assets	245,263.35
TOTAL ASSETS	\$ 245,263.35
LIABILITIES & EQUITY	
Equity	
Fund Balance-Board Account	39,273.06
Fund Balance-BIA Account	172,961.04
Fund Balance-Restricted for Distribution	33,029.25 (1)
Total Equity	245,263.35
TOTAL LIABILITIES & EQUITY	\$ 245,263.35
Board Account-Beginning Balance 01/01/24	\$ 25,516.70
Board Account - Receipts 2024	13,756.36
Board Account - Disbursements 2024	-
Board Account-Ending Balance 10/31/24	\$ 39,273.06
BIA Account - Beginning Balance 01/01/24	\$ 111,034.91
BIA Account - Receipts 2024	61,926.13
BIA Account - Disbursements 2024	-
BIA Account-Ending Balance 10/31/24	\$ 172,961.04 (2)

(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.

(2) This account includes three certificates of deposit of \$25,000 each purchased on May 31, 2024. Interest of \$1,550.01 has also been added to these certificates of deposit to accumulate to the above noted balance.

JEDD1 2025 Proposed Budget

Tax Revenue for Distribution	\$	600,000.00
Total	\$	600,000.00

		Projected Gross Revenue Distribution		Entity	%	%
Gross Revenue Distribution	\$	184,120.00				
Net Revenue to be Distributed	\$	415,880.00				
		\$	154,120	SW Licking	20.000%	30.00%
		\$	12,000	JEDD Board	2.000%	
Interest Earned & Other Income	\$	3,900.00	\$	18,000	Income Tax	3.000%
			\$	-	Etna Township Expense Reimbursement	N/A
Total	\$	603,900.00	\$	184,120		25.000%
Expenses						
Distribution of Gross Revenue	\$	172,120.00				
Distribution of Net Revenue	\$	358,880.00				

			Projected Net Revenue Distribution		Entity	%
Etna Township Expense Reimbursement	\$	-	*			
Accounting Services	\$	-	*			
Audit	\$	-	*	\$	114,000	Reynoldsburg City
E&O Board Insurance	\$	-	*	\$	57,000	JEDD BIA
Misc. Supplies, Education, Postage	\$	-	*	\$	20,794	C-Tec
Special Projects	\$	-	*	\$	62,382	LickingCounty
				\$	20,794	Licking Co TID
Total	\$	531,000.00	\$	140,910	Etna Township	Remaining

Excess of Revenue Over (Under)			\$	415,880
Expenses for 2025	\$	72,900.00		

Supplemental Information:

Cash Balance in Checking-Board - 10/31/24	\$	39,273.06
Cash Balance in Checking -BIA- 10/31/24	\$	96,411.03
Cash Balance in CDs -BIA- 10/31/24	\$	76,550.01
Total Cash - As of 10/31/2024	\$	<u>212,234.10</u>

* - Total Projected Expenses of \$14,000 are anticipated to be covered by the Township and eventually will be reimbursed by the JEDD when sufficient unrestricted revenues are available.
Please note that the Township is projected to receive \$140,910 in fiscal year 2025.
The BIA account must be allocated 95% to the developer and 5% to the JEDD as requests for reimbursements are submitted.