



## **Minutes of December 1, 2017**

Board Meeting of the Clay Township - City of Clayton JEDD  
Clay Township Offices  
December 1, 2017

### **ATTENDANCE**

Erik Collins, Chairman and represents Montgomery County  
Steve Argast (Alternate), representing Clay Township  
Kevin Schweitzer, representing City of Clayton  
Mike Stevens, representing the Employers in the JEDD  
Barbara Seim, Clerk of Council, City of Clayton  
Walt Harrison, Alternate  
Dan Bish, Montgomery County

### **CALL TO ORDER**

Collins called the meeting to order at 2:32 PM. Present were Erik Collins, Steve Argast, Mike Stevens, and Kevin Schweitzer.

### **CLERK'S REPORT**

Collins presented the minutes of the Board Meeting held October 13, 2017. Schweitzer moved to approve the minutes as presented, second by Stevens. All yeas, motion carried.

### **TREASURER REPORT**

Schweitzer presented the balance sheet and YTD profit and loss reports as of December 2017. Schweitzer advised there will be one more tax disbursement in December, and he will forward a revised balance sheet once he has the updated amounts. Argast moved to approve the Treasurer's Report as presented, second by Stevens. All yeas, motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Kevin Schweitzer presented the budget for 2018. Argast moved to approve the 2018 budget as presented, second by Schweitzer. All yeas, motion carried.

The board set their meeting dates for 2018 as January 12, April 13, July 13, October 12, and November 30th. All meetings will begin at 2:30 pm at the Clay Township offices. Motion by Argast, second by Stevens to approve the 2018 board meeting dates. All yeas, motion carried.

Dan Bish, Montgomery County Economic Development Department, shared a draft copy of the latest JEDD newsletter soliciting comments from the board members. He also shared updated information on the Business Assistance Program and application.

Walt Harrison stated he is a newer member to the board and asked if the JEDD had a vision statement. Collins stated we have a working plan and some of the things that have come out from that is the Business Assistance Program and the Sewer Assistance Program. However, the board has been here for many years and there are several newer members, this would be a good time to revisit the vision statement and we can address this at our January meeting. Schweitzer will give a history of the JEDD, and Collins will share the vision. Clayton city staff will put together binders for each member of JEDD information. Collins stated that at the January meeting we will also schedule a work session in the first quarter. Harrison suggested some ideas could be a Survey Monkey to business owners, outreach to the businesses and where do we want to spend our money. Collins suggested a Resource

Rally possibly at the Township offices, where a number of resources for business owners can be shared at one place.

Schweitzer shared with the board a notice he received from the State Department of Taxation. The proposed rule would require board of directors of each JEDD that levies an income tax to provide information to the tax commissioner within 30 days of the effective date of the rule. The requested documents would include a copy of the signed contract creating the JEDD, a description of the JEDD area including a map, notification of the municipal corporation charged with administering, collecting and enforcing the net profit tax on behalf of the JEDD, and a copy of the signed agreement between the board of directors and the municipal corporation that administers the income tax.

Schweitzer also shared a request from a business owner within the JEDD requesting an abatement from paying interest and penalties on delinquent tax. They had issues with multiple bookkeepers and an embezzlement. Their taxes are now current, but are requesting an abatement of \$1,001 of penalties and interest. After discussion, the Board members stated we need to have a clear policy, so we can be fair and consistent for requests to abate delinquent tax requests. Collins will contact Carolyn Rice at the county to see how they handle these requests, and Schweitzer will contact the treasurers of the JEDD boards in the County to see if they have a policy we can review. The information will be reviewed at the January meeting.

#### **CITIZENS COMMENT**

None heard.

#### **ADJOURNMENT**

Motion by Stevens to adjourn the meeting, second by Argast. The meeting adjourned at 3:33 PM. The next Board meeting is scheduled for January 12, 2018.