

**FAIRFIELD TOWNSHIP – CITY OF FAIRFIELD JEDD BOARD MEETING OF  
12/11/23 at 11 AM**

**MINUTES**

Meeting called to order by Michael Berding, Board President

ROLL CALL

Michael Berding	Present
Nathaniel Kaelin	Present
Chuck Goins	Present

Pledge of Allegiance

**Motion** by Mr. Berding, second by Mr. Goins to approve the meeting minutes for the October 23, 2023 meeting.

YES: Mr. Goins, Mr. Kaelin

ABSTAIN: Mr. Berding

**Updates/Discussion Items**

Update on JEDD Board Insurance – Chuck Goins

- The JEDD Board is officially insured. We have an account through Risk Source with Cincinnati Insurance. The insurance is effective December 1, 2023. The coverage includes directors and officers up to \$1 Million. The annual cost of this coverage is going to \$1,962.00. We are anticipating the first bill for that within the next few weeks. We will have 30 days after to pay this.

Update on JEDD Board Bank Account – Chuck Goins

- Mr. Goins – The JEDD Board has an account with Huntington Bank. Current balance is zero.
- Mr. Kaelin – When we put funds into that account is that a direct wire transfer? Or a transfer to the Township and then into that account? I was provided just one number to wire all funds. I believe that is the Township’s kind of general and then they will do the distribution from there. I would not be sending two separate payments; one for the account vs. the one for the proportionate shares collected.
- Mr. Goins – That account is not the JEDD Board account. How are we anticipating funds to be transferred to the JEDD Board account?
- Mr. Kaelin – How I read it it’s the funds that come off the top before distribution of the 75/25.
- Mr. Berding - The income tax is collected by the City of Fairfield, correct?
- Mr. Kaelin - It would get transferred from the city and then to the Township and then put the money in the Huntington account to provide the payment. The JEDD bank account is only for administrative expenses. Ideally this is only an issue in year one. Getting it started is the big thing right now. This is based on forecasted revenues and anticipated expenditures. In January of each year there is an extra

transfer that is specially for that bank account, so we know we have those expenses covered. This is a little bit different since its year one. We have to build that bank account up.

- Mr. Goins - Would it make sense to request money from the Township and the city until we have some revenue? \$2,500 per group just for anticipated cost? The Township can pay those bills with anticipation we will collect revenue. Then this Board can reimburse the Township.
- Mr. Kaelin - The only expense we would have up front is the insurance. JEDD's are under a biannual for the audits. The only real audit expense would be in 2026. It's only every other year for JEDD's.
- Mr. Berding - In January at our trustees' meeting we can transfer the funds.

#### Discussion on JEDD Budget

**Motion** made by Mr. Berding, second by Mr. Goins to approve the 2023 budget.

All in favor.

Mr. Goins – We did put together a barebones information. It does include the \$23.00. Looking at this it should be zero because none of these funds are in the JEDD account.

Mr. Kaelin - That transfer will be made before the end of the year. I'll give you a sample of the report so you can see what it will look like every month.

#### Update Regarding Seward Road Infrastructure Projects –

- Mr. Goins – We have a few items just to consider. Escrow is one.
- Mr. Kaelin - The escrow and the administration fee actually comes out before. The overall income will be a city report essentially. The budget will reflect how we are spending the JEDD bank account.
- Mr. Berding - The budget should include all the expenses coming in and going out.
- Mr. Kaelin - I won't itemize anything I'm simply going to have one transfer to the JEDD Board. Those details won't be in the city's report.
- Mr. Kaelin – Seward Road Project - There was a meeting last week between Neyer and Fairfield Public Works related to the improvements. Phase 2 are the Seward Road and Tylersville Road roundabouts. The designs are about 85% complete. Kleingers' is close to giving us 100% of the plans for review. The city is planning to apply for TID funds. We're hoping to get an additional \$250,000 to fund the roundabout construction. Phase 3 is the curb on the southside of the development. The city will apply for a grant at the end of next year to be able to get that underway for next year. Kleingers has not started any of the designs for that because Kleingers has not released them.

#### Discussion on Meeting Schedule for 2024

- Mr. Goins – I think it would make sense to meet in January.
- Mr. Kaelin - It might make sense to meet in February to make sure we have a little bit of income.
- Quarterly meetings: May 13, August 12 and November 12.

#### Adjournment

Motion made by Mr. Kaelin, second by Mr. Berding to adjourn at 11:31 AM.

All in favor.