

# Olmsted Joint Economic Development District

Approved Minutes – September 26, 2006

The JEDD meeting was called to order in Olmsted Falls City Hall Council Chambers at 4:00 p.m. Present were Chuck Ingrassia, Martin Strelau, Joe Clarke, Garry Thompson, Pat Kost, and Transcriber, Bobbi Frizzelle. No audience.

## **CHANGES TO AND APPROVAL OF AGENDA**

Mr. Ingrassia proposed moving the review/approval of the minutes ahead of the new business. Mr. Ingrassia moved to approve the agenda with this change. Mr. Clarke seconded. Poll: 3 Aye. 0 Nay.

## **APPROVAL OF MINUTES**

The draft of the minutes of July 12, 2006 was reviewed. The word “asked” is to be inserted into the second sentence, second full paragraph, page 3. Mr. Clarke moved to approve the July 12 minutes as amended. Mr. Ingrassia seconded. Poll: 3 Aye. 0 Nay.

Mr. Clarke moved to approve the draft of the minutes of September 6, 2006 as written. Mr. Strelau seconded. 3 Aye. 0 Nay.

## **NEW BUSINESS**

### **Discussion/Approval of PATCO contracts**

Ms. Kost presented two contracts for review and approval by the Board: 1) for work on the application process for the Ohio Jobs Ready Site (OJRS) grant, and 2) the remainder of work on the development plan. Kost also distributed a modified cumulative spreadsheet detailing the allocation of her time and fees. The contracts included Kost's best estimates of how much time might be required to complete the tasks.

Part way through the discussion, Mr. Thompson arrived with a worksheet of how the JEDD has allocated expenditures thus far, showing payments made to PATCO for 2005 and 2006, through August 31<sup>st</sup>. One of the line items, number 11 on this worksheet, for \$2,087.58 was paid to PATCO, but actually represents reimbursement of an item previously approved by the JEDD Board as an outside expense for marketing that falls outside the scope of the PATCO contract. Also, work on the OJRS was funded through the budget, but not anticipated initially. Mr. Thompson noted that some expenses were allocated into one category, but could also be considered to fall into another category if the Board felt they should be reallocated.

The current balance in the JEDD budget is approximately \$72,000, which could be considered cash on hand, once the outstanding \$18,000 is collected from the City of Olmsted Falls.

The contracts being submitted for approval today are for estimates of time worth \$38,000, less the \$4,000 still owed PATCO for the month of August. The first contract covers work on the OJRS grant at \$125 per hour plus all out of pocket expenses (approximately 30 hours of work on the OJRS have been put in thus far). The contract is for an estimated 104 hours, for a total of \$13,000, plus expenses. Ms. Kost is requesting a retainer of \$2,600. Ms. Kost feels that this is the best estimate that she can provide at this time. Mr. Strelau wasn't sure that the Board should spend \$25,000 on this grant, and suggested that the current contract be written as not to exceed \$10,000. Ms. Kost felt that there were too many variables involved, and did not feel that she could work under a "not to exceed" contract on this. Mr. Clarke reminded that \$4,000 of the \$13,000 contract is being double counted. Mr. Thompson reiterated that some of the items on his worksheet could be clearly subject to reallocation.

The second contract covers completion of the development contract. The contract is for an estimated 120 – 130 hours at \$125 per hour plus all out of pocket expenses. Ms. Kost indicated that if this gets into very specific things on a TIF the number of hours could be more than estimated. Mr. Strelau noted that 30 hours of work on the business point outline have already been billed, thus he felt that this contract should be cut to 90 hours. Ms. Kost was not comfortable at all with reducing this contract, as she feels it will actually come back as more than estimated. Strelau stuck with his recommendation to the Board that this contract be reduced. Ms. Kost reiterated that she did not want to reduce the estimate, as she feels that, if anything, it is low. She noted that she has said at recent meetings that when they get into the actual development phase, both her hours and attorney hours are going to significantly increase. She added that she needs the leeway to be able to properly do her job.

Mr. Clarke felt the Board had 2 options: 1) do what Mr. Strelau is proposing – limit the contract and use "not to exceed" and increase the amount later, or 2) approve this amount and look at it on a monthly basis, and tell PATCO to cease and desist, if necessary.

It was noted that no additional funding for JEDD has been requested since 2004. Mr. Thompson said that he expects the City to pay the \$18,000 after the first of the year.

The JEDD Board adjourned the meeting to go into Executive Session to discuss the contracts presented. The regular JEDD meeting reconvened at 5:18 p.m.

**Mr. Strelau moved to approve the PATCO contract dated September 26, 2006 as economic development advisor for the Joint Economic Development District - OJRS grant application as specified in the letter of August 1, 2006, and authorize JEDD Chairman Ingrassia to enter into this contract. Poll: 3 Aye. 0 Nay.**

**Mr. Strelau then moved to approve the PATCO contract covering completion of the development contract, including the business points outline, as specified in the letter of August 1, 2006, and authorize JEDD Chairman Ingrassia to enter into this contract. Poll: 3 Aye. 0 Nay.**

**ADJOURNMENT.** Mr. Ingrassia moved and Mr. Strelau seconded to adjourn the meeting at 5:24 p.m. Poll: 3 Aye. 0 Nay.

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Chuck Ingrassia – Chairperson

Date

Bobbi Frizzelle – Transcriber