

West Liberty Business Association Meeting Minutes

Thursday, May 12, 2022 at Liberty Gathering Place 5:30pm

In attendance: Linda Vernon, Vice President (Vernon Farms), Katie Neer, Secretary (Solomon's Garage and Neer & Farm), Brittany McElroy, Treasurer (Civista Bank), Tami Cox, Member at Large (Country Friends), Jill McKelvey (WL Mayor), Jayne Griffith (West Liberty Village Council,) Mitch Lingrell & Angela Wells (LT's Uniquities,), Roberta Sauer, Jeff & Kelli Stoner (Stoner's Ice Cream Parlor), Chris Jones (Jones Country Store)

Business items:

Linda called the meeting to order. She announced that an emergency kept President Heather Chamberlain from attending the meeting this evening.

Katie Neer read the Annual Dinner Meeting minutes from April which had previously been emailed to membership. Tami moved to accept the minutes as corrected. Linda seconded it. Motion passed.

Brittany McElroy provided the Treasurer's report. See attached. Linda asked if we could ask BDS to bill us annually rather than monthly for the \$10/mo boost. Brittany shared options for electronic online payment acceptance including Square and Converge thru Civista Bank (see attached). The officers agreed to meet next week privately with the President in attendance to vote on a choice for this. The officers discussed that Mitch Lingrell will need to be removed as a signer on the Civista Bank and Peoples Savings and Loan Co checking accounts, and Heather Chamberlain will need to be added. Katie will provide the signed minutes to Brittany so this can be done. Heather and Brittany can electronically sign Civista's paperwork and will have to stop into Peoples during business hours.

Jill McKelvey reported for the West Liberty Village. She shared that the Business of the month for May went well and nominations for June Business of the Month were provided after the council meeting, put out for vote yesterday by Katie Neer, and the voting deadline is May 15. The winner will be contacted and interviewed the week of May 16. Jill reminded everyone to get out and attend the Purple Heart event on Memorial Day, and enjoy the Logan County Visitors Bureau Ice cream trail this summer. Jill shared that a \$500k Columbus Street project was approved. Jill provided the application form for Community Reinvestment Area Tax Exemption Program. See attached.

Fire Sale Day - Jill and Jayne will be setting up by Town Hall selling t-shirts and bottled water and the Lion's Club will be selling golf cart raffle tickets. The Stoner's will provide troughs for the water to be sold. Tami will purchase water at Sam's Club. Tami has ordered reusable tote bags that says West Liberty on them that will be filled with promotional materials and goodies and also be passed out that day. Katie will send an email to the membership asking for donations for the goodie bags to be dropped to Country Friends by Thurs/Fri the 19/20 for assembly. The Fire Dept will also have a fund raiser and events happening. Jill encouraged everyone to clean up in front of their commercial buildings prior to Fire Sale Day to welcome visitors to our community, and Katie agreed to send out an email to everyone on the email list regarding this. Tami Cox has been diligently working on securing multiple food trucks (4 or 5) for the Fire Sale Day to be placed strategically along downtown. Katie has scheduled for Kelly's

Septic to place portajohns in all the usual places. Katie will talk to Lion's club about borrowing a couple picnic tables for food truck season. Brittany will help man the booth providing a canopy and table also.

Summer Bash – June 25 Linda Vernon reported that the Events Committee is working to have a street market and car show this day, while the ball tournament is going on at Lion's Park and before the Fish Fry and Fireworks that day at the park. There will be food trucks and vendors set up downtown as well as a car show. Katie with Solomon's is working on the car show. The mechanics at Solomon's will serve as judges for the show. There will be trophies awarded. Vendor and food truck and car show applications will be designed by Elle A Design. Tami is working with them on this.

July 13 – bus tour – Marie's Candies will be hosting a Senior Citizen group at 10a.m. and invited them to explore downtown WL while here as well. The events committee is working on programming for this event.

The officers will vote next week on purchasing West Liberty merch t-shirts to be sold in Neer & Farm.

Simon Kenton Pathfinders have asked for sponsors for their September event, and provided material previously emailed to membership by Katie. Jeff Stoner says it is a huge event.

Mitch Lingrell announced that his business name will officially be changing to Pop's Uniquities.

Linda moved to adjourn the meeting. Tami seconded it.

***Next month's meeting will be held Thurs, June 9th at 5:30pm at Liberty Gathering Place.**

Thank you,



Katie Neer
WLBA Secretary

Treasurer's Report April 19, 2022 – May 12, 2022

West Liberty Business Association

Profit and Loss
April 19 - May 12, 2022

	TOTAL
▼ Income	
Annual Dinner	300.00
Membership Dues	575.00
Total Income	\$875.00
GROSS PROFIT	\$875.00
▼ Expenses	
Advertising and Promotions	2,040.00
▼ Events	
Annual Dinner Exps	51.99
Summer Street Market Exps	100.00
Total Events	151.99
Meals	1,017.75
Unapplied Cash Bill Payment Expense	0.00
Uncategorized Expense-1	85.80
Total Expenses	\$3,295.54
NET OPERATING INCOME	\$ -2,420.54
NET INCOME	\$ -2,420.54

Cash basis Wednesday, May 11, 2022 09:00 PM GMT-04:00

Starting Balances

QuickBooks \$16,003.74

Peoples \$16013.18

Discrepancy \$9.44

Civista \$341.72 (No Changes)

Income/ Deposits

04/21/22 Stoners Ice Cream Parlor Membership Dues \$250

04/21/2022 Extra Dinner Guests \$125 (2 Village, 3 Historical)

04/21/2022 Dinner Pie Auction \$175 (Jeff Stoner and Ethan Reames)

Expenses

Annual Dinner Catering \$1017.75

WL Food Truck Permit \$100

Linda Vernon Reimbursement for Annual Dinner Pies \$51.99

Ending Balances

QuickBook's \$13,583.20

Peoples 13592.64

Discrepancy \$9.44

Civista 341.72

04/25/22 WL Healing Arts Membership Dues \$100

05/05/2022

WL Building & Supply membership dues \$100

Hickory Medical \$125

QuickBooks monthly subscription \$85.80

Berry Digital (monthly boost) \$10

Berry Digital Yearly Website fees \$2030.00

WLBA Treasurer Brittany McElroy

Treasurer Proposal for electronic payments

Converge is the company proposed by Civista Bank

Per Transaction rate is .15 vs. .30 for square and strip

The benefit is we would have a rep to assist with all set up and additional needs if they should arise.

Treasurer section of bylaws: I compared many different sets of nonprofit bylaws and while you do not want to be too specific the treasurer position is one of the most important and honestly the most precise, the information about all payments being received and sent by check in the current bylaws needs removed because this has not been followed for several years now from what I can see. I think it is important for treasurers coming into the position to know the responsibilities up front, as the association grows this position will only become more time consuming.

I propose we remove the wording in Article X Section 1. Financial Disbursements All disbursements shall be made by check.

I propose we add to Article VI (Officers) Section 3 Treasurer

Adjusted

Financial management and/or oversight. A Treasurer may manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer may also be responsible for investing funds consistent with applicable laws. The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer should create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies.

Reports. The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health. The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

THE VILLAGE OF WEST LIBERTY
Tax Incentive Guidelines- Community Reinvestment Area

Commercial or Industrial

"Commercial or Industrial" projects include: (i) residential of four (4) or more units under one roof; (ii) commercial/retail; and/or (iii) industrial

For any remodel of greater than Five Thousand Dollars increased in fair market value as determined by the County Auditor:

Twelve (12) years at 50%

For any new construction that results in ten (10) or fewer new employees:

Seven (7) years at 50%

*For any new construction that results in eleven (11) or more new employees

**Ten (10) years at 50% (starting point) but may negotiate up to
*Fifteen (15) years at 100%**

*Any exemption amount greater than 50% will require advance local school board notice and approval. Total years and percentage of exemption to be negotiated on a case-by-case basis.

Residential:

"Residential" is defined as single-family houses or multi-unit residential structures containing three (3) or less units under one roof.

For any remodel of greater than Ten Thousand Dollars in increased fair market value as determined by the County Auditor:

Five (5) years at 50%

For any new construction of LESS than five (5) single-family houses and/or multi-unit residential structures of three (3) or less units under one roof, or a combination thereof, all of which are building within 24 months (as determined by the issuance of permanent occupancy certificates):

Five (5) years at 50%

For any new construction of MORE than five (5) single-family houses and/or multi-unit residential structures of three (3) or less units under one roof, or a combination thereof, all of which are building within 24 months (as determined by the issuance of permanent occupancy certificates):

Five (5) years at 100%

Note: The exemption percentage and term for residential housing is not subject to local school consent.

APPLICATION

Community Reinvestment Area Tax Exemption Program
for the Village of West Liberty, Ohio (Post-'94 CRA)
(To be filed with the appropriate Housing Officer (Clerk/Treasurer))

1. _____
Name of Real Property Owner (the "Owner")

2. _____
Address of Subject Property (the "Property")

3. Exemption sought for the following project (the "Project"):

New structure _____ Remodeling _____

4. Does this Project involve a structure of historical or architectural significance?

Yes _____ No _____

If "Yes", attach written certification of such by the design agent or authorized agent.

5. The Project investment by Owner was as follows:

Project Description Investment (\$)	Investment (\$)
_____	\$ _____

Total Company Investment	\$ _____

6. Will the Project result in more than one million dollars in new employee payroll during any year of the requested exemption period?

Yes _____ No _____

If "Yes", pursuant to Ohio Revised Code Section 5709.82, Owner, Village of West Liberty and the Boards of Education must negotiate an agreement providing compensation to the school districts for all or a portion of the tax revenue the school district would have

received had the property not been exempted from taxation.

7. Date of Project completion: _____

8. Requested exemption period:

Commercial/Industrial:

Seven (7) years (new structure) at 50%: _____

Twelve (12) years (remodel) at 50%: _____

Ten (10) years (new construction resulting in 11 or more new employees) at 50% but may negotiate up to Fifteen 15 years at 100% with local school board notice and approval: _____

Residential:

Five (5) years (remodel) at 50%: _____

Five (5) years (new structure) at 50%: _____

Five (5) years (new structures more than 5) at 100%: _____

_____ By: _____
Date Signature of Owner

FOR OFFICE USE ONLY

1. Legal Description of Property Location: See attached Exhibit A
2. Number of Community Reinvestment Area: Pursuant to Ordinance 2022-06
3. Effective date of appropriate local ordinance: _____
4. Verification of construction: new structure _____ (cost)
Remodeling _____
5. Project meets requirements for an exemption under O.R.C. 3735.67 (A) _____

(B) _____
(C) _____

6. Project involves structure of historical or architectural significance
Yes _____ No _____

If "Yes", written certification of appropriateness of remodeling has been submitted by the designing agency or authorized agent.

7. Period of Exemption for this improvement: _____

I certify that the Project described herein meets the necessary requirements for the Community Reinvestment Area Program in the Village of West Liberty.

Date

Signature of Housing Officer

(To be filed with County Auditor)