

**PICKAWAY PROGRESS PARTNERSHIP
EXECUTIVE COMMITTEE
DECEMBER 14, 2023
P3 CONFERENCE ROOM
1360 LANCASTER PIKE**

PRESENT: Bethany Reid, Mark Lightle, Craig Stevenson, Daryl Wolfe, Jay Wippel, Don McIlroy, Louis McFarland. Also, present were Mayor Elect Michelle Blanton.

STAFF: Tim Colburn, Tiffany Anderson, and Lexi Heidish.

NOT PRESENT: Diane Hill.

Bethany Reid called the meeting to order at 8:01am.

APPROVAL COMMITTEE MEETING MINUTES OF OCTOBER 13, 2023

Daryl Wolfe motioned to approve the October 13, 2023, meeting minutes. Craig Stevenson seconded the motion, and motion carried.

ADMINISTRATIVE

- Tim Colburn reported that the Nominating Committee met and reviewed their recommendations. Diane Hill will move up to President and Louis McFarland to move into the Vice President position.
- Don McIlroy appointed Jim Stanley to the vacant seat of the Circleville Planning and Zoning Commission. This seat is to be appointed by the mayor according to the by-laws.
- It was suggested to leave the vacant Retail seat open, until we research retail businesses in but not limited to Circleville, Ashville, South Bloomfield, and Commercial Point areas.
- Keith Summers has been recommended to fill the vacant At-Large seat on the Executive Committee that was held by Louis McFarland.
- The Committee would like to add three Ex-Officio seats to include Pickaway ESC, Pickaway WORKS and Uptown Circleville.
- Jay Wippel made the motion to take the recommendations to the full board at the January meeting. Mark Leatherwood seconded the motion, and motion carried.
- By-Law amendment changes were presented and discussed with the board, please see attached report.
- Don McIlroy made the motion to present the By-Law changes to the board at the January meeting. Mark Leatherwood seconded the motion, and motion carried.
- A Committee consisting of Franklin Christman, Louis McFarland, Craig Stevenson, and Tiffany Anderson will meet in late February or early March to review and update the current by-law policy.
- The Insurance Policy is up for renewal with no changes to the policy.

- Jay Wippel made the motion to approve and pay for the policy renewal. Daryl Wolfe seconded the motion, and motion carried.

TREASURER REPORT

- Mark Lightle reported on the November 2023 financial report. He reviewed the current assets of the Sofidel Gas CD's. He discussed the unreserved amount was to make some billing corrections that had been imputed in Quick Books incorrectly. The legal fees are for Bricker Graydon for their work on Project Green and General Counsel. The Net Income reflects all the information reviewed.
- Don McIlroy made the motion to approve the November 2023 financials. Daryl Wolfe seconded the motion, and motion carried.
- Mark Lightle just received the final Audit report late last night and has not had a chance to review. He will bring his review to the next meeting.
- The Financial Service proposal was sent out to everyone. Tiffany Anderson discussed her recommendation from the three proposals we received. We are asking for permission to allow Mark Lightle, Tim Colburn, and Tiffany Anderson to bring in the Birchard Group and SEO Group for interviews and hire a new bookkeeping firm.
- Louis McFarland made the motion to allow the three to interview and hire. Don McIlroy seconded the motion, and motion carried.
- For the 2024 Funding P3 needs to send funds to the Port to cover staff cost to include salary and benefits. We are asking for approval to move \$100,000 to the Port to cover half a year's benefits.
- Don McIlroy made the motion to move funds to the Port to cover half of P3 funding for the year. Daryl Wolfe seconded the motion, and motion carried.

ECONOMIC DEVELOPMENT REPORT

- Tim Colburn presented the attached development report and addressed questions from the Board.
- Tim Colburn is asking for permission to research interest rates and purchase a new Sofidel Gas CD for a higher return on funds but would leave a two-month cushion in the account for the monthly JO loan to auto withdrawal.
- Louis McFarland made the motion to allow Tim Colburn to research interest rates and purchase a CD. Craig Stevenson seconded the motion, and motion carried.
- We are continuing to work on CRA payments and Aged Receivables on what we need to write off for the year. We will work with Mark Lightle for final approval on write offs.
- Don McIlroy made the motion to approve Tim Colburn and Tiffany Anderson to work with Mark Lightle on write offs for the year. Jay Wippel seconded the motion, and motion carried.

NEW BUSINESS

- There was no New Business.

COMMENTS

- There were no Comments from the Board.

ADJOURNMENT

Don McIlroy made the motion to adjourn at 9:26am. Jay Wippel seconded the motion, and motion carried.

NEXT MEETINGS

P3 Board

January 19, 2024, 8:00am

OCUBIC, Second Floor Room 212

1360 Lancaster Pike Circleville, OH 43113

P3 Executive Committee

February 15, 2024, 8:00 am

OCUBIC, Second Floor Room 208

1360 Lancaster Pike Circleville, OH 43113

P3 Board

March 15, 2024, 8:00am

OCUBIC, Second Floor Room 212

1360 Lancaster Pike Circleville, OH 43113

P3 Executive Committee

April 18, 2024, 8:00 am

OCUBIC, Second Floor Room 208

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