

**JOINT ECONOMIC DEVELOPMENT ZONE  
MONCLOVA TOWNSHIP/CITY OF MAUMEE/CITY OF TOLEDO**

**DATE: Thursday, January 16, 2025**

The Joint Economic Development Zone Board of Directors met on the above date. The meeting was called to order at 5:15 PM. The following members were present:

Monclova Township: Barbara Lang and Gavin Pike

City of Maumee: Patrick Burtch and Dan Arnold

City of Toledo: Paul Syring, Kenneth Fallows, Brandon Sehlhorst

Absent: Wendy Gramza (Monclova Township), Dawn Sanderson (Monclova Township Law Director) and Rich Carr (City of Maumee)

Lang commenced the meeting at 5:15 PM with the Pledge of Allegiance to the Flag.

Chair welcomed all. Lang asked for a motion approve the minutes from the May 16, 2024 meeting. Syring made the motion, Fallows seconded. All were in favor and the motion passed unanimously.

**Swearing in of New Members:**

Syring swore in Gavin Pike representing Monclova Township (with a term of 1/1/25 through 12/31/26) and Dan Arnold representing the City of Maumee (with a term of 1/1/25 through 12/31/25).

Syring will be sworn in at the next meeting after he renews his term with the City of Toledo.

**Appoint Executive Committee for 2025:**

The proposed Executive Committee is as follows:

**Chair:** Barbara Lang

**Vice Chair:** Patrick Burtch

**Secretary:** Paul Syring

Arnold made a motion to approve the proposed slate, Pike seconded. All were in favor and the motion passed unanimously.

**New Business:**

- **Secretarial Services Contract 2024:**

Burtch made a motion to approve the payment to Envision Management for secretarial services in 2024, Fallows seconded. All were in favor and the motion passed unanimously.

- **Secretarial Services 2025:**

Syring made a motion to approve the continuation of the contract for secretarial services (not to exceed \$700 in 2025), Burtch seconded. All were in favor and the motion passed unanimously.

- **2025 Calendar:**

Fallows made a motion to approve monthly meetings as scheduled on the third Thursday of each month at 5:15 at the Monclova Township Building, Arnold seconded. All were in favor and the motion passed unanimously.

- **Audit:**

A document was presented to the board from Ohio Auditor of the State Keith Faber for the years ending December 31, 2023 and 2022. Syring thanked all who worked on the audit. Syring made a motion to approve the audit, Arnold seconded. All were in favor and the motion passed unanimously.

- **Insurance:**

The insurance packet from Hylant was distributed prior to the meeting, effective date 1/1/25 through 1/1/26. Syring made a motion to approve payment of \$2,471 for the Ohio Plan renewal of coverage as provided by Hylant Administrative Services, Burtch seconded. All were in favor and the motion passed unanimously.

**Old Business:**

- **Meet & Mingle Event:**

We have received 100 business names and addresses from the zoning department. Gramza has been working with Danberry to secure a space in the district to host the open house event. Gramza will decide on the time of the year to host the event. We will come up with a list of officials to invite, including all city council members, Lucas County elected officials and judges. Lang will follow up with Gramza. The agreement calls for permission to spend money on promoting and marketing (no alcohol involved). We can discuss the budget for the event at the next meeting.

- **Quarterly financial reports/budget update**

Burtch will have a 2025 budget prepared before the next meeting to review and approve.

**Public comment:**

N/A

**Adjournment:**

There being no further business to come before the Board, Burtch moved to adjourn, Arnold seconded. All were in favor and the motion passed unanimously. Meeting adjourned at 5:30 pm.

Next meeting to be held Thursday, February 20, 2025 at 5:15 PM (unless otherwise notified).

Respectfully submitted,

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Barbara Lang, Chair  
Joint Economic Development Zone

Approved: \_\_\_\_\_, 2025