

MIAMI CROSSING JEDD
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 12, 2018

Call to Order

Chairman Tracy Williams called the Miami Crossing JEDD meeting to order at 2:00 p.m. The following members of the board were present:

Present:

- Tracy Williams
- Chris Fine
- Chris Snyder
- Emily Christian
- Clay McCord

Nick Endsley, Sebaly Shillito + Dyer; Lynne Nischwitz, Kleingers Group; Susan Davis and Jill Drury, Miami Township; were in attendance.

Mr. Williams thanked Chris Fine for chairing the annual meeting.

Election of Officers

Tracy Williams continues to serve as Chairman. Chris Snyder motioned to elect Clay McCord as Treasurer. Emily Christian seconded the motion. Chris Fine motioned to elect Emily Christian as Vice-Chair. Clay McCord seconded the motion. Tracy Williams motioned to elect Susan Davis as Secretary. Chris Fine seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Approval of Minutes

Chris Fine motioned to approve the minutes as presented from the December 5, 2017 annual meeting. Chris Snyder seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Treasurer's Report

Chris Snyder provided two treasurer's reports: one showing the original format regarding the old contract and one showing a revised format regarding the new amended and restated contract. The revised format shows retention of .5% mandatory maintenance, payment of district debt service, payment of estimated district operating expenses, payment of district extraordinary expenses, \$300,000 minimum annual distribution, and the estimated cash balance available for additional distributions. Mr. Snyder reported he is still using the 75% - 25% hold back formula for reserves. The interest income has been increasing every month, \$420.16 was received in January, and the first disbursement of \$216,000 received from the city has increased from last year. The fund balance after reserves is \$1,238,565. Tracy Williams motioned to accept the treasurer's report. Chris Fine seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Mr. Snyder revised the 2018 budget to coincide with the new contract. It is the same budget, but it includes a few more items and breaks things out a little differently as stated in contract language. The board agreed to approve the 2018 revised draft budget in the new format as it is different from the format approved at the annual meeting. Chris Fine motioned to approve the new revised 2018 budget. Tracy Williams seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Public Records Policy and Records Retention Schedule

Nick Endsley distributed a draft public records policy and records retention schedule for the board to review. Mr. Endsley said the JEDD is required to have a public records policy and a records retention schedule to comply with the ORC statute. The public records policy was taken from Miami Township's policy since the township will be filling the public record requests. The board agreed to move forward with the draft policy and retention schedule. Tracy Williams motioned to approve the public records policy and the records retention schedule. Emily Christian seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye. Mr. Endsley said the records retention schedule will be sent to the Ohio Historical Society for approval.

Discuss Miami Crossing JEDD Logo

The name of the JEDD has changed to Miami Crossing with the adoption of the amended and restated contract by the contracting parties. Mr. Snyder indicated there have been some internal discussions of revamping the logo for the Miami Crossing JEDD and asked if board members are in favor of having the same Miami Crossing logo for the JEDD. If using the Miami Crossing logo, the argument would be businesses located in Miami Crossing may be confused they belong to the JEDD. The JEDD is the official owner and has trademarked the logo. Mr. Fine said by incorporating the Miami Crossing logo with the JEDD adds legitimacy to the Miami Crossing brand. Mr. Williams agreed and the board was shown a variety of logos numbered one through ten; the majority liked number five. Chris Fine motioned majority rules and number five would be used for the Miami Crossing JEDD logo. Clay McCord seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Update of the Miami Crossing District

Mr. Snyder reported the 2018 Destination Dayton Visitors Guide is out with the Miami Crossing ad. The tri-fold flyers were delivered to the CVB and will be distributed in their welcome packets to groups coming into the area for events. Jill Drury, Miami Township's communication coordinator, will start doing outreach to new businesses coming into the district and is in the process of putting together welcome packets that are more user friendly. Mr. Snyder and Mr. Fine conducted a business roundtable meeting earlier today with a couple of the businesses in the district. Tim Albro of Crest Commercial Realty, representing the ownership of the Village at 725, had some marketing ideas and expressed his desire for aesthetic and landscaping enhancements in the area. Mr. Albro is willing to participate in projects of this nature.

Update of Southwind Drive Gateway Improvements

Lynne Nischwitz of The Kleingers Group gave the board an update of the SR725/Southwind Drive project. Ms. Nischwitz said a survey was performed showing where the right-of-way lines appear and met with ODOT on what can potentially be created for gateway improvements. There is more right-of-way on the northside of the road compared to the southside, which is limited; there is not much space between the space where cars park and the right-of-way line. Ms. Nischwitz asked the board if they were open to putting in sidewalks on both sides of the road since they are putting in sidewalks and a bike path at SR 725/I-75. The board liked the idea; however, it would be way more expensive and didn't want the plan to be put on hold due to funding. The board agreed to plant trees, shrubs, grasses and add signage for the short term showing improvements immediately, and down the road perhaps looking at connectivity of sidewalks as a long-term plan. Ms. Nischwitz will discuss with ODOT on where street trees can be planted, where the sign can be placed, and including conifer trees in the plan for their green foliage all year round.

Issues from Around the Table

Mr. Snyder said the minimum annual distribution is \$300,000, and based off the 75%-25% formula, the board can decide to disburse an additional distribution of \$314,326.67 for 2018. Mr. Endsley instructed the board they would need to take action when distributing an amount over the \$300,000 minimum. Chris Fine motioned to authorize an additional distribution for 2018 of \$314,326.67. Emily Christian seconded the motion. Mr. Williams aye, Ms. Christian aye, Mr. McCord aye, Mr. Fine aye, and Chris Snyder aye.

Mr. Snyder has not heard from the State Auditor's Office of when the audit will be conducted, but has all the invoices and bank statements for review. The 2017 unaudited financial statement is ready for review and Mr. Snyder will send it out to the board this week. The documents requested by the Ohio Department of Taxation were sent on February 12. There was a change in state law allowing businesses and individuals to continue to file their net profit tax with the community or they can now file with the Ohio Business Gateway.

Insignia is switching out the seasonal banners for \$125 per hour with a not to exceed amount of \$1500. They spent six hours and charged \$750 the last time they switched out the seasonal banners.

Public Comments

None

Next Meeting Date

The next meeting is Tuesday, April 10, 2018 at 2:00 p.m. at Miami Township Government Center:

Next Agenda Items

- Discuss New Design for Banners

Adjourn

Mr. Williams motioned to adjourn the meeting at 3:07 p.m.