

**MIAMI TOWNSHIP – DAYTON JEDD
BOARD OF DIRECTORS MEETING MINUTES
MAY 3, 2018**

Chair Tawana Jones called the Miami Township – Dayton JEDD meeting to order at 3:37 p.m. The following members of the board were present:

- Tawana Jones
- Ford Weber
- Clay McCord
- Chris Snyder

Suzanne Beck and Mike Cross, City of Dayton; Jeff Bonecutter, Passero Associates; and Susan Davis, Miami Township; were in attendance.

Ford Weber motioned to excuse Terry Slaybaugh from the meeting. Chris Snyder seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, and Mr. Snyder aye.

Approval of Minutes

Clay McCord motioned to accept the minutes as presented from the March 26, 2018 meeting. Chris Snyder seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, and Mr. Snyder aye.

Treasurer's Report

Clay McCord prepared two reports, the March 31, 2018 report is the official first quarter ending status report and the April 30, 2018 report is the most current up-to-date report. The 2017 4th quarter income tax collection of \$82,190.33 was received and is right on target for what was budgeted in 2018. Mr. McCord mentioned the JEDD is now incurring bank fees, \$95.85 in March and \$74.53 in April, but the account is receiving more in interest income than paying in bank fees. Mr. McCord will reach out to the bank and find out what the bank fees are covering. The \$277,203.67 year-to-date disbursements include payments to the two contracting parties, bank fees, annual meeting and legal notice reimbursements. Chris Snyder motioned to accept the treasurer's report. Ford Weber seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, and Mr. Snyder aye.

Discuss Updating the 2006 Miami Township-Dayton JEDD Master Plan

Chris Snyder is beginning to update the maps and is utilizing the township's new software to reformat the master plan document. Mr. Snyder took the current plan and reformatted the document into a booklet with photos and graphics making the layout more pleasing to the eye. The group discussed including some aerial shots of the airport and photos of Runway Fest, the new T hangar, and the Connor Group hangar when completed. Mr. Snyder said we can start editing the narrative, inserting the graphics, and asked that the photos be sent to him in a TIF or JPG file.

Mr. Snyder mentioned the township received Surface Transportation Program (STP) federal dollars to fund a repaving project and recommends the board fund a portion of

the \$63,000 total local match. Washington Church Road is a JEDD roadway adjacent to the south end of the Dayton Christian School site, making it a logical connection of improving the area corridor. The project description drawing shows the actual area of repaving Washington Church Road from Spring Valley Pike to the south which is just south of the JEDD area. Ms. Jones asked if Dayton Christian School is supportive of the project because this project would be a great accomplishment for the JEDD. Mr. Weber asked if there are any rules governing geographical areas of where JEDD money could be spent. Mr. Snyder indicated this project is in the geography of the JEDD territory. Mr. Weber mentioned he and Terry Slaybaugh are in favor of spending JEDD funds for this project. The adopted Economic Development Assistance Guidelines set forth funding no more than 20% of project costs up to \$20,000 per project, but the board reserves the right to award assistance beyond the guidelines when the nature of the investment warrants such consideration. Mr. Weber motioned to authorize the JEDD to contribute \$20,000 towards the repaving project. Ms. Jones seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, and Mr. Snyder aye. Mr. Snyder will advise school officials and make them aware that JEDD funds are being used for repaving the roadway.

Ms. Beck will share the rough draft document with Mr. Slaybaugh and they will start writing the airport narrative and gathering pictures to use. Mr. Cross asked if the airport master plan update should be added as an appendix. It was suggested, because of its size, to include a summary of the airport master plan into 1 or 2 pages.

Mr. Weber recommended forming a working group to update the master plan and Ms. Jones agreed it was a good idea. Mr. Snyder volunteered to participate in the working group along with Terry Slaybaugh, Mike Cross, Suzanne Beck and Jeff Bonecutter. The township will provide another member for the group. The working group will put together the proposed updated master plan and present it to the JEDD Board for final approval. The group will meet sometime in June to get started; Ms. Davis will coordinate a meeting date. The next regular JEDD meeting is September 6; however, a meeting can be scheduled before then, if needed, to review progress of the working group.

Issues Around the Table

Ms. Davis advised the JEDD is required to have a public records policy and records retention schedule in place. Nick Endsley is working on drafting documents and will bring before the board at the next meeting. There will need to be a records commission board in place to provide rules for retention and disposal of records, independent of the city and the township; therefore, Mr. Endsley is researching options of setting up a records commission board to handle the Dayton, Miami Crossing and Austin Center JEDDs.

Public Comments

None

Next Meeting Date

The next meeting is Thursday, September 6, 2018 at 3:30 p.m. at Dayton-Wright Brothers Airport.

Next Agenda Items

- Discuss Revisions to Master Plan
- Public Records Policy and Records Retention Schedule
- Records Commission Board

Adjourn

Mr. Weber motioned to adjourn the meeting at 4:22 p.m.