

**MIAMI TOWNSHIP – DAYTON JEDD  
BOARD OF DIRECTORS MEETING MINUTES  
September 18, 2018**

Chair Tawana Jones called the Miami Township – Dayton JEDD meeting to order at 3:41 p.m. The following members of the board were present:

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

Mike Cross, City of Dayton; Nick Endsley, Sebaly Shillito + Dyer, Andrew Jacobs, Dayton Power & Light; and Susan Davis, Miami Township; were in attendance.

**Approval of Minutes**

Terry Slaybaugh motioned to accept the minutes as presented from the May 3, 2018 meeting. Ford Weber seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, Mr. Slaybaugh aye, and Mr. Snyder aye.

**Treasurer’s Report**

Clay McCord reported receiving the first quarter income tax receipt and the second quarter should be coming soon. The receipts are on track and ahead of the budget. Instead of giving a low rate of interest and not charging a bank fee, the bank is now charging a bank fee and giving a higher rate of interest on accounts. The interest income is posted monthly on the treasurer’s report, and going forward, Mr. McCord will also break out the bank fees by month. This will make it easier to see how the monthly interest income stacks up with the monthly bank fees. The fund balance after reserves and long-term maintenance is \$487,468. Chris Snyder motioned to accept the treasurer’s report. Ford Weber seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, Mr. Slaybaugh aye, and Mr. Snyder aye.

**Discuss 2019 Proposed Budget**

Mr. McCord distributed an updated 2019 proposed budget noting the two corrections in the 2018 budget column; \$320,000 of income tax revenue and \$1,350 of interest income revenue. The updated figures change the 2018 net contribution to (\$7,850) and not (\$23,800). Everything was kept the same as the 2018 budget, except for adding a line item for \$10,000 in development plans/maintenance activities, and a line item for \$960 in bank fees; state audit fees were taken out as the JEDD will not be audited next year. The 2019 proposed budget indicates a net contribution of (\$13,160). Mr. McCord forgot to add the mandatory maintenance amount, which is one-half of one percent (.5%) of the amount of income tax revenues collected by the district. The proposed budget will be updated with this change and distributed to the board. The 2019 proposed budget shall be brought before the contracting parties to provide comments by November 30 so that the 2019 budget can be approved at the annual meeting in December.

Mr. Slaybaugh asked the JEDD board to consider funding the Dayton-Wright Brothers Airport annual Runway Fest and mentioned perhaps this may be a good time to raise the JEDD income tax rate in the district. The JEDD could be one of the sponsors for this event. The event is successful in that it highlights the airport by bringing in folks from all communities. This year it cost the airport \$21,378, after vendor and sponsorship participation, to put on the Runway Fest. Mr. Slaybaugh asked for a dollar amount to be set aside in the budget under development plans/maintenance activities. The board agreed to discuss a contributing dollar amount for the 2019 budget at the next meeting in November.

### **Review Request for Economic Development Assistance**

Mr. Snyder said the township is asking the JEDD for the reimbursement of overtime paid to police officers working the Runway Fest. The police overtime expense was \$4,656.64. Mr. Weber said it is a legitimate expense for police services covering the event. Terry Slaybaugh motioned to approve the \$4,656.64 reimbursement to the township for police services. Ford Weber seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, Mr. Slaybaugh aye, and Mr. Snyder aye.

### **Discuss Composing a Records Commission and Adopting Policies**

Nick Endsley explained the provision in the Ohio Revised Code that provides for special taxing districts to have a records commission composed of, at a minimum, a chairperson, a financial representative and a legal representative. The commission shall meet at least once a year and will address the disposal of records and revise records retention schedules as needed. The board discussed the records commission appointments, the public records policy and the conflict of interest policy. Terry Slaybaugh motioned to approve Resolution #1-2018 composing the records commission by appointing Ms. Jones as board chair, Mr. McCord as the financial representative and Mr. Endsley as the legal representative and hereby adopts the public records policy and the conflict of interest policy, which shall supersede any previous public records policies and conflict of interest policies adopted by the board. Ford Weber seconded the motion. Ms. Jones aye, Mr. Weber aye, Mr. McCord aye, Mr. Slaybaugh aye, and Mr. Snyder aye. The records commission meeting will immediately follow the Dayton JEDD meeting so that the records retention schedule can be adopted.

### **Update of the Miami Township-Dayton JEDD Master Plan**

Chris Snyder said there is not a lot to report on the update, but the working group continues to work on it. Mr. Snyder indicated some of the questions regarding the update of the master plan involve negotiations with the airport, zoning changes and the future of the township owned land. Kyle Hinkelman is reviewing the text of the document and should have something out to the working group in the next couple weeks.

Mr. Slaybaugh gave an update of the airport and said the FAA finally approved the airport layout plan and can now start applying for grants. It is a layout plan; it is not an approval of a runway extension as being reported by the Dayton Daily. All future improvements must be put in an airport layout plan in order to apply for FAA funding.

Ford Weber's first term as board member, representing the city, is expiring on September 20, 2018. Mr. Weber asked if board terms continue to be in effect until a

replacement has been appointed. Mr. Endsley will check and get back to the board. Ford Weber had another commitment and left the meeting at 4:10 p.m.

### **Issues Around the Table**

Mr. McCord reported the state audit is finished and they are in the process of drafting a report that should be available by the annual meeting.

Ms. Jones signed up on the Ohio Pooled Collateral System (OPCS) after receiving several reminders from the State Treasurer's Office.

### **Public Comments**

None

### **Next Meeting Date**

The next meeting is Thursday, November 8, 2018 at 3:30 p.m. at Dayton-Wright Brothers Airport.

### **Next Agenda Items**

- Annual Meeting Presentation
- Discuss Funding the Runway Fest

### **Adjourn**

Mr. Slaybaugh motioned to adjourn the meeting at 4:28 p.m.