

AUSTIN CENTER JEDD
BOARD OF DIRECTORS MEETING
February 9, 2021 – 3:30 P.M.
MINUTES

Call to Order

Vice Chair Steve Naas called the Austin Center JEDD meeting to order at 3:30 p.m., via Zoom. The following members of the board were present:

Present:

Steve Naas
Jennifer Johns
Greg Shackelford
Chris Snyder

Nick Endsley, Sebaly Shillito + Dyer; Dan Mayberry and Erica Priest, Miami Township; were in attendance.

The board excused Crystal Corbin.

Election of Officers for 2020

The Chair, Crystal Corbin, is appointed by statute in accordance with the JEDD contract. Greg Shackelford made a motion to maintain the current slate of officers: Steve Naas as Vice-Chair, Jennifer Johns as Treasurer, and Erica Priest as Secretary. Chris Snyder seconded the motion. Mr. Naas aye, Ms. Johns aye, Mr. Shackelford aye, and Mr. Snyder aye.

Approval of Minutes

Chris Snyder made a motion to approve the minutes as presented from the December 1, 2020 annual meeting. Greg Shackelford seconded the motion. Mr. Naas aye, Ms. Johns aye, Mr. Shackelford aye, and Mr. Snyder aye.

Treasurer's Report

Jennifer Johns presented the treasurer's report. Ms. Johns reported that the hotel/motel tax is down 42 percent, but overall revenues are up 11 percent. Ms. Johns advised operating expenses were higher in 2020, mostly from landscaping maintenance, and the ending balance after expenditures is \$873,913.74. Ms. Johns further advised the financial statements have been submitted to the Auditor of State.

Mr. Snyder asked if the additional amounts were one-time expenses, or if they would be ongoing, and noted the expenses may increase after the contract is bid for the landscape maintenance. Ms. Johns advised some other items to increase the operating expenses were increased audit costs, legal fees, and income tax collection expenses.

Chris Snyder made a motion to approve the treasurer's report. Greg Shackelford seconded the motion. Mr. Naas, aye, Ms. Johns aye, Mr. Shackelford aye, and Mr. Snyder, aye.

Discuss the Austin Aesthetic Enhancement Maintenance Agreement and Contract

Nick Endsley noted that both the management agreement between the Austin Center JEDD and Miami Township to manage T.R. Gear's performance of the maintenance services on behalf of the JEDD, and the underlying agreement with T.R. Gear for the landscape maintenance, expired 12/31/2020. Mr. Endsley gave a brief history of the agreements and advised that the contract for the landscaping maintenance should be bid out by the township on the JEDD's behalf.

Mr. Endsley proposed an interim resolution to authorize the township to conduct a bid process for the maintenance contract on the JEDD's behalf. He also said that in the meantime he would prepare a replacement management agreement between the JEDD and the township for the board's consideration at the next meeting.

Mr. Snyder asked what flexibility there is to determine the bidders and Mr. Endsley advised that the standard of selecting a bidder should be the same as the township's process for bidding out contracts under the Revised Code. Mr. Snyder further asked Mr. Mayberry if he expected a lot of bidders and Mr. Mayberry advised he is unsure, due to the timing. The board discussed the possible provisions and criteria the township could use for the bidding process.

Mr. Snyder asked about the length of the next maintenance contract and Mr. Mayberry advised it would probably be preferable to do another multi-year option contract with fixed pricing. Mr. Snyder thought a 3-year contract would be beneficial.

Mr. Naas asked if there are currently any termination clauses, and Mr. Endsley advised there is an option for the JEDD to terminate the agreement in certain circumstances.

Mr. Endsley then proposed the following motion to the JEDD board:

A motion to authorize the Chair to negotiate and execute a renewed agreement with the township to oversee the Maintenance Services contract, provided the cost is not higher than previously discussed, and to authorize the township to conduct a bidding process pursuant to the Revised Code on the JEDD's behalf to select a contractor for the provision of maintenance services for the JEDD aesthetic enhancements.

Ms. Johns made the motion, which was seconded by Mr. Shackelford. Mr. Naas aye, Ms. Johns aye, Mr. Snyder abstained, Mr. Shackelford aye.

Update of Landscaping Maintenance

Mr. Mayberry advised that the only issues over the winter have been the letters peeling off of the monument signs at the access ramps to I-75 and also some lighting issues with the signs located in Austin Landing.

Mr. Mayberry stated a contractor has been out to examine how the letters were affixed to the monument signs and he reapplied some adhesive to the letters coming off.

Mr. Mayberry further mentioned he did get a quote to repair the lighting for the signs located within Austin Landing and stated the total cost of repairs is around \$1500 for the interior and the ground lighting work. Mr. Mayberry stated is unsure if the board needs to approve the cost to make those repairs.

Mr. Naas asked Mr. Endsley if there is a need for the board to approve the cost of those repairs and Mr. Endsley advised that it would be prudent to have the board approve the expenditure, especially if it was not already contemplated in the current budget. Ms. Johns advised that the funds for the repair are in the budget. Mr. Endsley asked who would be doing these repairs and Mr. Mayberry advised it would be a separate company who specializes in these types of repairs. Mr. Endsley proposed adopting a motion to authorize the expense up to a certain amount for the repairs.

Mr. Naas made a motion to approve the expenditure of up to \$2000 for the needed repairs to the signs and lighting as described by Mr. Mayberry. Mr. Shackelford seconded the motion. Mr. Naas aye, Ms. Johns aye, Mr. Snyder aye, Mr. Shackelford aye.

Issues from Around the Table

Mr. Snyder advised he is continuing to talk with the ownership of Austin Landing and the businesses regarding some future improvements, but nothing specific today.

Ms. Priest reminded the board to sign and email their conflict-of-interest statements back to her at their earliest convenience.

Public Comments

None

Next Meeting Date

The next meeting is Tuesday, April 27, 2021 at 3:30 p.m.

Next Agenda Items

None

Adjourn

Ms. Naas adjourned the meeting at 4:09 p.m.