

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, January 8, 2018**

BOARD MEMBERS PRESENT: Barrett, Frame, Golden, Jackson, Leisure, Parker, Russell, Salazar, Templin, Warner, Yaeger

BOARD MEMBERS ABSENT: Witte

STAFF PRESENT: Shaffer, Doty

STAFF ABSENT: Geres

GUESTS PRESENT: Burns, Dave – Community Member
Lopeman, Jamie – Richmond Common Council
McClane, Brenda – Western Wayne News
Oler, Ron – Richmond Common Council
Shuey, Mickey – Palladium-Item
Sowers, George – EDC Attorney
Thurlow, Kim – Ivy Tech Community College

CALL TO ORDER

Board Chair Frame called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:03 p.m. on Monday, January 8, 2018 in the EDC board room.

New board members were introduced – Roger Golden, appointed by the Wayne County Commissioners and Randy Templin, appointed by the Wayne County Area Chamber of Commerce.

APPROVAL OF MINUTES

Frame stated the minutes from the December 4, 2017 board meeting were on pages 2-3 of the board packet. *Motion by Barrett, second by Leisure to approve the December 4, 2017 minutes as presented. Motion carried.*

TREASURER'S REPORT

A. December 2017 Financial Report

Parker reported on being over budget \$7,145.84 MTD for December and under \$94,526.08 YTD. He reported on items over budget for the month and year. Parker also reported on the proposed transfers, needing to transfer \$9,397.86 from 3320 – Contractual/Professional to 3392 – Advertising and PR. Parker reported on funds to return to the Wayne County Consolidated EDIT fund - \$94,526.08. *Motion by Salazar, second by Barrett to approve the November 2017 financials. Motion carried. Motion by Russell, second by Jackson to approve proposed transfers. Motion carried. Motion by Russell and second by Barrett to return funds to the Consolidated EDIT fund as presented. Motion carried.*

COMMITTEE REPORTS

A. Finance – Parker reported the finance committee met on January 4, 2018 and discussed the items above under the treasurer's report.

- B. Executive** – Frame reported the executive committee met on January 4, 2018 and discussed the Janesville closure. They requested Janesville complete the formal compliance form. Once received they will review the form and take it under advisement. Will report to the board at the February meeting their recommendations for addressing clawback provisions for the EDIT grant the company received in 2015.
- C. Marketing and Communication** – Renee Doty reported. Said the committee had a good meeting with very robust discussion about the 2018 phase of the Home in Wayne campaign. Due to the nature of the new campaign the committee will begin to meet every other month as opposed to quarterly. The committee welcomed Phil Quinn and Phil agreed to be the chair of the committee.

EDC STAFF REPORT

Doty – Doty reported on working with Kicks 96 and G101.3 to launch radio spots for the Home in Wayne campaign, reviewing invoices from them and submitting them to Geres, and conducting a Hoosier Opportunity conference call with partners Jay and Randolph, OnVine Media, and Comstor. She reported on meeting with the EDC's Marketing and Communication committee to discuss the Home in Wayne Campaign and introduce Phil Quinn as a new member. She developed and distributed an eblast to the local business list regarding workforce development opportunities, developed the initial draft of the 2018 marketing plan, completed a number of in-house organizational tasks to prepare for 2018, attended the December 6th meeting of the Historic Depot District Association, and posted jobs and resolved issues pertaining to Hoosier Opportunity.

Shaffer – Shaffer reported that December remained busy. Conducted a site visit for Project Silo, a Blue Buffalo supplier. Project Swashbuckle and Stormtrooper remain active. Wayne County was eliminated from consideration on Project Tide. The Japanese company had issues with a current facility regarding flooding and wanted no site remotely close to a flood plain. The property across the road from their identified property is designated a flood plain even though the site they were considering was not.

Valerie reported she is working on a partnership with Mayor Snow and Earlham to run an ad in Japan Times.

Valerie reported year-end 78 BRE and education visits were made including two in the last month, one of which could result in a local expansion.

Valerie reported Omen USA and Blue Buffalo both had sent us flyers regarding employment events. She passed the flyers out to board members. Blue Buffalo postponed a hiring event due to overwhelming response for open positions on their website.

OTHER BUSINESS

A. Heartland Real Estate Purchase Agreement

Shaffer reported on a real estate purchase agreement for Heartland Real Estate to acquire lot 3 in Phase II of the Midwest Industrial Park. The sale is for \$14,500/acre for 18.481 acres and another 17.420 acres being granted to them. The 17.420 acres is mostly unusable as it is planned for the rail spur to Blue Buffalo and also contains a wetland. Project Silo, a Blue Buffalo supplier, is interested in leasing land from them for a small operation on lot 3, but the end use of the parcel has not yet been confirmed by Blue Buffalo. *Motion by Parker, second by Barrett to approve authorization for Shaffer to exercise an option to purchase land for the transaction stated above. Motion carried.*

B. Wayne Bank and Trust Resolutions

Shaffer reported on the signature card changes removing Jeff Jackson and Lee Elzemeyer and adding Larry Parker and Sayward Salazar. Valerie Shaffer, Tim Frame, and Robert Warner remain as signers. *Motion by Jackson, second by Leisure to approve the Wayne Bank and Trust resolutions as presented. Motion carried.*

C. First Merchants Trust Resolutions

Shaffer reported First Merchants requires the presented resolutions yearly. They simply state that the EDC will make a 5% salary contribution but will not make matching contributions. *Motion by Parker, second by Russell to approve the First Merchants Trust resolutions as presented. Motion carried.*

D. Webb and Associates Engagement Letter

Shaffer reported on the engagement letter from Webb and Associates. She reported on Geres handling all of the accounts payable and receivable, but then Dawn James of Webb and Associates comes monthly to review her work, reconcile the bank accounts, and generate the financial reports for the meetings. *Motion by Jackson, second by Parker to approve Webb and Associate's engagement letter as presented. Motion carried.*

E. Rodefeld, Kassens, and North Engagement Letter

Shaffer reported agreement for audit of the 2017 financials and preparation of taxes for \$6,250, up from \$6,100 from the previous year. *Motion by Warner, second by Salazar to approve Rodefeld, Kassens, and North engagement letter as presented. Motion carried.*

F. George Sowers Legal Services Agreement

Shaffer reported agreement for legal services for 2018 with a \$5,000 retainer and an hourly rate of \$190, which is the same from last year. *Motion by Leisure, second by Jackson to approve George Sowers legal services agreement as presented. Motion carried.*

G. Conflict of Interest Policy and Confidentiality Agreement

Shaffer reported these needed to be updated annually and that they were at each member's seat for completion.

ADJOURNMENT

Frame adjourned the meeting at 4:37 p.m.

**NEXT BOARD MEETING – Monday, February 5, 2018
at EDC of Wayne County, Richmond, Indiana at 4:00 pm**