

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, December 4, 2017**

BOARD MEMBERS PRESENT: Barrett, Elzemeyer, Frame, Jackson, Leisure, Parker, Salazar, Upchurch, Warner, Witte, Yaeger

BOARD MEMBERS ABSENT: Russell

STAFF PRESENT: Shaffer, Doty, Geres

GUESTS PRESENT: Oler, Ron – Richmond Common Council
Sowers, George – EDC Attorney

CALL TO ORDER

Board Chair Jackson called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:00 p.m. on Monday, December 4, 2017 in the EDC board room.

Jackson and Shaffer thanked Lee Elzemeyer and Tracie Upchurch who were both attending their last EDC board meeting for their current term. Both have served as chair of the organization at one point.

APPROVAL OF MINUTES

Jackson stated the minutes from the November 6, 2017 board meeting were on pages 2-4 of the board packet. *Motion by Upchurch, second by Salazar to approve the November 6, 2017 minutes as presented. Motion carried.*

TREASURER'S REPORT

A. November 2017 Financial Report

Elzemeyer reported on being over budget \$8,155.49 MTD for November and under \$99,625.45 YTD. He reported on items over budget for the month and year and stated they would all catch up by the end of the year, with the exceptions of 1369 – Long-Term Disability and 2215 – Equipment Supplies, which will get transfers at the end of the year. *Motion by Witte, second by Parker to approve the November 2017 financials. Motion carried.*

COMMITTEE REPORTS

- A. Finance** – Elzemeyer reported the finance committee met on November 30th and reviewed the November GL and a draft of the 2018 budget.
- B. Executive** – Jackson reported the executive committee also met on November 30th and reviewed the Optivise IT contracts and did recommend approval by the full board, discussed a compliance report, and heard several project updates.

EDC STAFF REPORT

Geres – Geres reported on giving the report on the budget at the Wayne County Commissioner and Council workshop. She reported on being busy with tasks related to employee resignations after Joe Henry's resignation. She reported on completing and RFI for Project Ocean, working on the annual dinner with the Wayne County Area Chamber of Commerce's ACE committee and meeting with Phil and Melissa

from the Chamber and Valerie about the possibility of sharing an intern.

Doty – Doty reported on working on several elements of the Home in Wayne campaign, met with Manpower with Joe Henry to show them how to use the Hoosier Opportunity website to post jobs, posted a new Brightside story on Warm Glow, and spoke with Millie Martin, Joel Brandingham, and Phil Quinn to talk about the Home in Wayne campaign.

Shaffer – Shaffer reported on another busy month with three new business attraction leads, two from IEDC, and one was a direct contractor lead. She reported a site visit was scheduled for Project Silo and she had been summoned to Indianapolis for Project Swashbuckle. She reported on attending a lunch meeting at Earlham where they discussed reestablishing the Japanese language program at RHS. Site investigation work on MIP Phase I continues, the wetland delineation reported was submitted to Norfolk-Southern as there are wetlands along the rail where a spur has been considered. She reported on testifying at the IURC hearing for Sugar Creek and Western Wayne Regional Sewer District.

OTHER BUSINESS

A. Opti-vise IT Contracts

Shaffer reported on the contracts for Opti-vise IT:

Optimize-IT Professional Plus – Agreement: A monthly service agreement for unlimited hours of labor at \$520.50/month which covers 6 devices.

Infrastructure Upgrade: \$800.10 to cover a switch, access point, and battery backup and \$290.70 for the labor to upgrade

Migration to Office 365: \$1,044.90 to cover the migration to Office 365

Replacement Equipment: \$3,253 to cover two laptops with docking stations for Valerie and the Manager of Existing Business and Education position.

Motion by Witte, second by Frame to authorize Valerie Shaffer to enter into presented contracts, pending positive feedback from review with another IT provider. Motion carried.

B. 2018 Budget Review

Shaffer reviewed the 2018 budget with the board of directors noting line items that had increased or decreased from last year. The total increase is 4.36% compared with the initial increase of 2.6% that was raised after Joe Henry resigned to allow for additional insurance not knowing who will be hired for his position. The total budget is \$625,198.24 up \$26,141 from the previous year. *Motion by Elzemeyer, second by Barrett to approve the budget as presented. Motion carried.*

C. Home in Wayne Radio Campaign

Doty reported on contracts for the radio component of the Home in Wayne campaign. Shaffer noted we would request a transfer from Contractual/Professional next month to fund these contracts. The contracts are for \$1,992 from Kicks96 and \$1,755 from 6101.3/WFMG. *Motion by Frame, second by Salazar to approve the contracts as presented. Motion carried.*

D. 2018 Board and Committee Meeting Schedule

The schedule was provided in the board packet.

ADJOURNMENT

Jackson adjourned the meeting at 5:32 p.m.

**NEXT BOARD MEETING – Monday, January 8, 2018
at EDC of Wayne County, Richmond, Indiana at 4:00 pm**