

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, December 7, 2015**

BOARD MEMBERS PRESENT: Clark, Cohen, Elzemeyer, Green, Guiley, Upchurch, Warner, Witte

BOARD MEMBERS ABSENT: Barrett, Jackson, Meredith, Quigg

STAFF PRESENT: Shaffer, Doty, Henry, Geres

GUESTS PRESENT: Burns, Denny – Wayne County Commissioner
Emery, Millicent Martin – Palladium-Item
Oler, Ron – Richmond Common Council
Plasterer, Jeff – Wayne County Council
Sowers, George – EDC of Wayne County Attorney

CALL TO ORDER

Board Chair Elzemeyer 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 7, 2015, in the EDC Board Room.

APPROVAL OF MINUTES

Elzemeyer stated the minutes from the November 2nd and December 1st, 2015 board meetings were in the board packet for review. *Motion by Witte, second by Green to approve the November 2nd and December 1st, 2015 board meeting minutes as presented. Motion carried.*

TREASURER'S REPORT

In Jackson's absence, Geres reported the treasurer's report was on pages 6-11 of the board packet. She reported the EDC was under budget by \$3,955.13 MTD and under budget by \$112,990.58 YTD. She reported the details of line items over budget were listed on page 6 of the board packet and all should catch up by the end of the year. She reported account balances as of November 30th, 2015 were: operating - \$159,606.62, discretionary - \$24,019.91, grant administration income - \$3,761.15, and escrow - \$5,090.79. She reported the finance committee discussed moving the \$2,300 from the ABC communities grant for Workkeys testing to the grant administration account and would be completed the following month. She also reported on sending payment for the infrastructure upgrades on the Main Street project. Shaffer further added we were a conduit in this transaction. The incentives for this project came from the Redevelopment Commission. *Motion by Green, second by Witte to accept the November 2015 financials as presented. Motion carried.*

EDC STAFF REPORT

Geres – Geres reported working on attraction projects by assisting with site visit preparations for Project Dove and Project Horizon and also researching and gathering data for follow-up responses on Project Dove. She reported further working on the 2016 budget and attending the Wayne County Commissioners/Council Budget Workshop with Shaffer and Jackson. She updated the board on the CRM system and on the White Belt Certification training she attended and received certification on.

Henry – Henry reported on scheduling a 2nd tour at the RHS career center with three more employers: Dot Foods, Richmond Baking, and Golden Engineering. Primex Plastics is interested but couldn't attend this one due to scheduling. He reported the last tour at the end of October resulted in Paragon Caskets hiring two interns who they are considering offering full-time employment to once they have graduated. He reported on attending a second discussion with the participating counties of the Skill Up Indiana Grant, potentially worth \$1M. He also gave an update on the Certified Work Ready Community designation, which he's waiting on them to post the results from the Nettle Creek testing of 92 students, of which 74 earned a silver or higher. He estimates this putting us up in the 90% range of completing our goals towards the designation. He also reported on participating in the Americas Best Communities grant session for human capital and attending three BRE visits and hosting a site visit with Valerie.

Doty – Doty reported on the website upgrade and how it's almost ready to be launched. She reported on working with Irongate on new intermodal maps based on the composite they made for the plastics page, but removing the layers to isolated maps showing each layer separately for the different transportation pages. She plans for them to make this an interactive map in the future. She also reported on sending an e-blast to the site selector, community, and business lists detailing the last four projects we've completed with a summary of the investment, payroll, job creating, and incentive numbers. Lastly, she reported on taking over the responsibility of the design and layout of the Brightside stories publication on the website. Shaffer added that Doty now manages the websites for the EDC, Brightside, and Manufacturing Matters.

Shaffer – Shaffer reported on being very busy with new attraction activity with 5 very active ongoing projects and a new one surfacing over the last month from a lead from East Central Indiana Regional Partnership. She gave updates on Projects Horizon – an international pet food processor, Nemo – an international aluminum foundry, Autumn – a plastics injection molding operation, Dove – a food processor and Alpine – a food processor. For three of these projects, Wayne County has been named one of the top two finalist. She reported on attending three BRE visits with Henry that has resulted in two local expansion projects. She reported Wayne County Council has approved the 2016 budget and lastly she reported on attending a town hall meeting with Mayor Snow. Elzemeyer had inquired where the leads came from for the attraction projects and Shaffer reported both IEDC and ECI, as well as from the company and broker directly.

COMMITTEE REPORTS

- A. Executive** – Elzemeyer reported the committee met on December 4th and discussed the nominating committee's proposed slate of officers, project updates, western Wayne sewer and Sugar Creek, and finally Sower's legal services agreement.
- B. Finance** – Elzemeyer reported the finance committee also met on December 4th and reviewed the general ledger for November.
- C. Industrial Park** – Warner reported the Industrial Park committee also met on December 4th and discussed the western Wayne sewer and Sugar Creek, and also industrial park expansion opportunities.

OTHER BUSINESS

A. Sowers Legal Services Agreement

Shaffer reported George Sowers legal services agreement was on pages 18-19 of the board packet and was the same as last years including the rate of \$185/hour – reduced from his normal rate of \$225/hour. Shaffer explained we pay the \$5,000 retainer at the end of the year for the services for the upcoming year. *Motion by Cohen, second by Upchurch to accept George Sowers legal services agreement as presented. Motion carried.*

B. Proposed Slate of Officers

Elzemeyer reported the nominating committee met in early November and has proposed the following slate of officers for 2016: Chair – Paul Witte, Vice Chair – Jeff Jackson, Treasurer – Robert Warner, and Secretary – Tracie Upchurch. *Motion by Cohen, second by Guiley to close the nominations and accept the slate of officers presented by the nominating committee. Motion carried.*

C. 2016 Board Meeting and Committee Meeting Schedule

Geres reported the 2016 board and committee meeting schedule was included in the board packet. She reported the committee meetings have moved to the last Thursday of the month with a few exceptions here and there because of holidays and travel schedules.

D. Proposed 2016 Encumbrances

Shaffer reported on the encumbrances for 2016:

\$9,600 in the operating account for the Strand Associates IGIP Wastewater Feasibility Study.

\$2,300 in the grant income account for RHS Workkeys testing.

She also reported we'd be returning the \$24,000 encumbered for several years for the data center that has yet to come to fruition. *Motion by Green, second by Witte to approve the encumbrances and close the discretionary account, contingent upon receiving a revised contract from Strand Associates. Motion carried.*

ADJOURNMENT

Elzemeyer adjourned the meeting at 4:33 p.m.

**NEXT BOARD MEETING – 4:00 pm on Monday, January 11, 2016
EDC of Wayne County, 500 South A Street, Suite 2, Richmond, IN 47374**