

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, January 12, 2015**

**BOARD MEMBERS PRESENT:** Barrett, Clark, Elzemeyer, Green, Guiley, Meredith, Upchurch, Warner, Witte

**BOARD MEMBERS ABSENT:** Cohen, Jackson, Quigg

**STAFF PRESENT:** Shaffer, Doty, Geres

**GUESTS PRESENT:** Burns, Denny – Wayne County Commissioner  
Butters, Mary Anne – Wayne County Commissioner  
Pappin, Diana – mayoral candidate  
Sheeley, Rachael – Palladium-Item  
Sowers, George – Attorney for EDC

**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, January 12, 2015, in the EDC board room.

**APPROVAL OF MINUTES**

Elzemeyer stated the minutes from the December 8th board meeting were on pages 2 - 5 of the board packet. *Motion by Meredith, second by Green to approve the December 8th, 2014 minutes as presented. Motion carried.*

**TREASURER'S REPORT**

Elzemeyer referred the board to page 6 of the board packet and reported on items over budget for the month as well as year. *Motion by Meredith, second by Witte to accept the December 2014 financials as presented. Motion carried.*

Before continuing on to encumbrances, the Plastics News contract was presented by Doty. This is for ad placement on Plastics News website directing viewers to the newly created plastics webpage. The ad is for \$8,695.50 for 6 months, which averages out to about \$1,450 per month. Doty reported the Plastics News website averages 142,000 unique visitors, 480,000 pages visits, with the average user spending 9.62 minutes on their site per visit. The plastics campaign was outlined in the EDC's 2014 work plan. *Motion by Witte, second by Green to approve the Plastics News contract as presented. Motion carried.*

Shaffer reported on the proposed 2015 encumbrances. New encumbrances from the operating account are \$2,000.00 remaining on the GIS Planning contract upgrade and \$8,695.50 for the Plastics News ad placement. \$24,000.00 encumbered from 2011 for the Data Center will continue to be encumbered for one more year to determine if the new regional planning district can take on this initiative. *Motion by Guiley, second by Upchurch to approve the encumbrances as presented. Motion carried.*

Elzemeyer reported on the proposed transfers. Per the contract, \$74.99 from 'Employee Health Insurance' to 'Federal Payroll Taxes' and \$817.38 from 'Employee Health Insurance' to 'Unemployment Tax' will need

approval by the Wayne County Council. The following transfers do not need further approval: \$49.97 from 'Computer Parts' to 'Telephone Parts', \$80.00 from 'Maintenance/Repair – Equipment' to 'Maintenance-Building', and \$112.00 from 'Office Furniture & Fixtures' to 'Office Equipment-Computers.' *Motion by Green, second by Witte to approve the transfers as presented, with the first two subject to Wayne County Council's approval. Motion carried.*

Elzemeyer reported on the return of 2014 unexpended funds to the Consolidated EDIT Fund stating that \$76,774.15 would be returned from the operating account and \$38.28 of interest from the discretionary account, for a total of \$76,812.43. *Motion by Upchurch, second by Warner to approve the return of \$76,812.43 to the Consolidated EDIT Fund. Motion carried.*

#### **EDC STAFF REPORT**

**Geres** – Geres reported spending most of December closing out 2014 and preparing for 2015 in terms of financials, scheduling, and file organization. She reported completing another cost of living survey – the first of three for the year.

**Doty** – Doty reported working on the plastics campaign, BrightSide, and Manufacturing Matters. She reported the next BrightSide story to come out would be a good one. Mike Bennett interviewed Steve Stevens and Frank Lahmann of Stevens Wire for the story. She reported on her and Mike Bennett going on the air of 101.7 The Point to promote BrightSide. Lastly, she reported on redesigning the Manufacturing Matters website.

**Shaffer** – Shaffer reported one new project initiated in July – Project Sound, this is the 2<sup>nd</sup> project in 2014 to be initiated by a local plant manager who has thrown Wayne County into the mix as a viable location for expansion. The project is looking at a \$10M-\$12M investment and the creation of 100 jobs. She reported Project Alpine remains active. She completed everything requested as a follow-up to the December site visit and now the site selector will evaluate the communities and sites proposed. She reported Project Canada Dry that was initiated in 2010 continues to show interest in Richmond and will likely be visiting next week for the 9<sup>th</sup> time to evaluate spaces for lease. She reported running low on quality buildings and is concerned about our ability to compete for future projects without existing buildings on the market. She reported on working with a finance servicing company contracted by Main Street (Project Recovery), who she put in touch with the City of Richmond, who ultimately granted them \$246,000 of Richmond Redevelopment Commission funds for the extension of the water main. This project is a rehabilitation facility that will employ 50 full time professionals. She then reported on the 4-5 business, retention and expansion projects in the works. She reported meeting Ginovus with East Central Indiana Regional Partnership (ECI), who recently went through a rebranding – formerly known as Energize-ECI. She reported the Certified Work Ready campaign continues on and that recently she and Bob Hayes made a presentation to the Nettle Creek School District faculty to educate them on the program. The next step is for the superintendent and his high school principal to work out the logistics of implementing WorkKeys testing. Finally, she reported Sugar Creek has a new plant manager for the Cambridge City facility – Dan Sileo who was formerly with Sunny Delight. They are still planning to start operations in July, but have not finalized the hiring process. Construction is approximately 30-40% complete.

#### **COMMITTEE REPORTS**

**A. Finance** – Elzemeyer reported meeting on December 18<sup>th</sup>. The committee reviewed proposals received from the audit RFP process. The committee formulated follow-up questions and were waiting on responses. The committee also discussed encumbrances.

- B. Executive** – Elzemeyer reported also meeting on the 18<sup>th</sup>. The committee discussed the new position, the EDC policy on education, Shaffer reported touring the former Stride Rite space, learned about Industry 4.0, Shaffer reported on project updates, the committee discussed local utility rates, IEDC marketing opportunities, and reviewed and recommended the Programming and Micros contract for approval.

Shaffer added that Industry 4.0 is a program created by Forcam, a German company who she met on a recent trip to Chicago. Their program is designed to create efficiencies in manufacturing. Their first Indiana client is Belden. The EDC is co-hosting an information session to be presented by Forcam, together with Scott Dillon of Belden. Shaffer extended the invite to all local and regional manufacturers. Ultimately she hopes to further her relationship with Forcam, who can assist in making connections with other German companies. The event is scheduled for Friday, January 16, 2015 to be held at Lingle Hall – Reid Hospital at 8:00 am.

## **OTHER BUSINESS**

### **A. Wayne Bank Resolutions**

Elzemeyer reported on the signer changes for the EDC's Wayne Bank accounts, stating the resolutions could be found on pages 20-23. One change needed is the removal of Guiley's name, who could not become a signer due to restrictions from his employer. Signers will include, Valerie Shaffer, Lee Elzemeyer, Paul Witte, and Jeff Jackson. *Motion by Green, second by Barrett to approve the Wayne Bank Corporate Banking Resolutions as presented for the signatures of Shaffer, Elzemeyer, Witte, and Jackson. Motion carried.*

### **B. Webb & Associates Engagement Letter**

Shaffer reported on Webb & Associates annual engagement letter. The engagement letter is required of CPA's in order to have a clear written annual understanding of the services to be performed. Shaffer verbalized the services to be performed as found in the letter, adding that Geres took on the responsibilities of cutting the checks, and Dawn James, of Webb and Associates, comes monthly to review her work, reconcile the bank accounts, and prints the monthly financial statements and general ledger. Shaffer pointed out the system of checks and balances created with three levels of oversight, including the review of the monthly general ledger by the Finance Committee. *Motion by Meredith, second by Witte to approve the Webb & Associates Engagement Letter as presented. Motion carried.*

### **C. Programming and Micros Contract**

Geres reported on the Programming and Micros contract stating it was the exact same contract as the board approved last year. She stated the EDC had contracted PAM for 50 hours last year and had used all of the hours mostly from the new server installation. She stated the EDC would contract for another 50 hours, but does not see the EDC using all 50 hours in 2015. Geres stated any unused hours would be rolled over into the following year. Shaffer added that buying 50 hours up front provides a \$10 per hour reduction in hourly rates. *Motion by Green, second by Upchurch to approve the Programming and Micros contract as presented. Motion carried.*

### **D. IEDC Marketing Partnership Opportunity**

Shaffer reported on a marketing opportunity with the Indiana Economic Development Corporation to joint sponsor a Colt's game. She stated in the past they had sponsored sales trips, or web/email marketing, but did not see value from those. She stated Mindy Kenworthy of ECI is organizing sales trips to all the same markets to be visited by IEDC and they received no leads generated from the

email/web marketing. She reported on hosting the site selector of Project Alpine to a Pacers game courtesy of Vectren and was able to demonstrate the proximity of Richmond to Indianapolis as well as build upon their relationship. Shaffer stated the Colt's game opportunity is \$5,000 for 5 tickets and in the past she has been able to offer them to prospects. *Motion by Green, second by Barrett to approve the Colt's Game IEDC marketing opportunity. Motion carried.*

**E. Conflict of Interest Policy and Confidentiality Agreement**

Elzemeyer reminded the board to update their conflict of interest policy and confidentiality agreement forms that were sent out with the board packets and to return them to Geres. These are updated annually.

**ADJOURNMENT**

Elzemeyer adjourned the meeting at 4:57 p.m.

**NEXT BOARD MEETING – Monday, February 2, 2015  
at EDC of Wayne County, Richmond, Indiana at 4:00 pm**