

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, January 13, 2020**

**BOARD MEMBERS PRESENT:** Bolser, Frame, Golden, Robinson, Salazar, Tanner, Templin, Turner, Zaleski

**BOARD MEMBERS ABSENT:** King, Parker

**STAFF PRESENT:** Shaffer, Doty, Mitchell, Lindsey

**GUESTS PRESENT:** Butters, Mary Anne – Wayne County Commissioner  
Truitt, Jason – Palladium-Item  
McClain, Brenda – Hometown Media Group  
Klein, Mike – WKBV  
Troutwine, Jeremy - Wesler, Lisa - Richardson, Bruce - DAK Americas  
Leisure, Beth – Wayne County Council  
Hetsimer, Dick – Holland Colours  
Sowers, George – EDC Attorney

**I. CALL TO ORDER**

Board Chair Randy Templin 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 13, 2020 in the EDC board room.

**II. NEW BOARD MEMBERS**

Board Chair Randy Templin introduced Brad Robinson, appointed by Hagerstown Town Council and Jim Tanner, appointed by Mayor, City of Richmond. Templin mentioned Jim King, appointed by Cambridge City Town Council, was out of town and unable to attend the meeting.

**III. APPROVAL OF MINUTES**

Templin stated the minutes from the December 2, 2019 board meeting were on pages 2 - 4. There were no corrections.

*Motion to approve December 2<sup>nd</sup> minutes by Zaleski, second by Turner. Motion carried.*

**IV. TREASURER'S REPORT**

Zaleski reported the EDC was over budget MTD by \$1,225.81 and under budget YTD by \$129, 085.28. Zaleski reported the over budget was caused by a non-budget reimbursable and wants to look in to putting non-budget items in a separate account.

*Motion to approve by Bolser, second by Salazar to approve the December 2019 financials as presented. Motion carried.*

**Approval of Proposed Encumbrances**

Shaffer reported on one contract that was started in 2018 and three contracts started in 2019 that will not be finished and invoiced until 2020 and therefore required an encumbrance of the funds so they would not be returned to the Wayne County Consolidated EDIT Fund:

Beals-Moore – MIP Phase I Reconfiguration - \$2, 530.00

Patriot Engineering – MIP Expansion - \$15,000.00

Irongate Creative – Home in Wayne - \$6,092.00

Ashley Sieb Marketing – Brand Consolidation - \$3,175.00

*Motion by Bolser, second by Tanner to approve the encumbrances as presented. Motion carried.*

### **Approval of Proposed Transfers**

Shaffer reported on the proposed transfers needed to bring the respective line items to balance for year-end:

\$87.13 – from 2221 Gasoline to 2232 Garage and Motor Supplies

\$999.84 – from 3373 Programming & Consultation to 3320 Contractual/Professional Services

\$1473.15 – from 3323 Travel, Lodging, Meals to 3389 Staff Training/Education

\$287.00 – from 4441 Office Furniture/Fixtures to 4440 Office Equipment

*Motion by Zaleski, second by Frame to approve the transfers as presented. Motion carried.*

### **Approval of 2018 Funds to be Returned to Consolidated EDIT Fund**

Shaffer reported the EDC would be returning \$119,633.10 to the Wayne County Consolidated EDIT fund. *Motion by Zaleski, second by Salazar to approve the return of \$119,633.10 to the Wayne County consolidated EDIT fund. Motion carried.*

## **I. COMMITTEE REPORTS**

### **a. Executive Committee**

Templin reported the Executive Committee met to discuss the grant applications and contracts and agreements listed under other business.

### **b. Marketing and Communications Committee**

Doty reported that Irongate Creative is working on the Home In Wayne videos and viewbook. We are moving forward with the geofencing project for Hoosier Opportunity we will do a three-month period and Wayne Co. will be using Reid Health and Texas Roadhouse starting out.

## **VI. EDC STAFF REPORTS**

Templin reported that all staff reports will not be verbally reported on, but Shaffer wanted to give a brief overview. She reported there was 1 new attraction project initiated this month. Project Thankful made a site visit in December. They have been given information on local banks and contractors. Project Halloween will go before BZA to request a special exception use permit to purchase the Palladium-Item building.

Shaffer reported work is continuing on development of Gateway Industrial Park and Midwest Industrial Park.

Shaffer told the board the city and county are still working on the legalities of the transfer of the Elder-Beerman property.

Shaffer reported the 21<sup>st</sup> Century Talent Region work. There is a local committee through Forward Wayne County that is working on a local employability plan to help connect talent with opportunities. Once plan is complete it will be shared with neighboring counties.

Shaffer indicated the EDC's five-year strategic plan came to an end in 2019. The process will begin to look at what our priorities need to be moving forward into 2020.

## **VI. OTHER BUSINESS**

### **a. Holland Colours EDIT Grant Application 19-200**

Michell presented EDIT Grant application #19-200 for Holland Colours. Dick Hetisimer, plant manager for Holland Colours, appeared before the EDC board to present additional information concerning the application. They are starting a new line and this process will allow them to supply packaging for the dairy industry. They are looking at

sustainability and more organic processes. They are also focused on safety and ergonomics for their employees. This new line will create 20 jobs and be a \$1.6 million investment. He also indicated that Holland Colours has 400 plus employees world-wide and the company is employee-owned. The grant is for \$23,700.00 and will result in an investment of \$1.6M and the creation of 20 new jobs with an average wage of \$17.60/hour excluding benefits.

*Motion to approve by Frame, second by Turner. Motion carried.*

#### **b. DAK Americas EDIT Grant Application 19-201**

Shaffer presented EDIT Grant application #19-201 for DAK Americas. Jeremy Troutwine appeared before the EDC board to present additional information concerning the application. DAK (formerly Perpetual Recycling Solutions) currently turns used plastic bottles to food-grade plastic flakes. This new line will allow them to convert their flake into pellets which are food grade. They are working with bottle manufacturers to get commitments for this new product. This project is a \$32M investment, creating 30 new jobs with an average pay of \$20.89/hour and they will be retaining 62 jobs. *Motion to approve by Bolser, second by Zaleski. Motion carried.*

#### **Wayne Bank and Trust Resolutions**

Lindsey reported the EDC maintains three accounts at Wayne Bank: operating, grant admin savings, and escrow and that to change the signers an approval of the resolution at the board meeting is required. Lindsey states this change will remove Robert Warner and Sayward Salazar and add Chad Bolser and Peter Zaleski as signers. The signers for 2020 are:

Valerie Shaffer, President

Randy Templin, Chair

Chad Bolser, Vice Chair

Peter Zaleski, Treasurer

Larry Parker, Secretary

*Motion by Salazar, second by Tanner to approve the Wayne Bank and Trust Resolution as presented. Motion carried.*

#### **First Merchants Trust Resolutions**

Lindsey reported on the resolutions for First Merchants Trust. The first resolution for 2019 states the EDC contributes a non-elective contribution of 5% of employee's salary to the 403B retirement plan. *Motion by Golden, second by Zaleski to approve the First Merchant's Trust Resolutions as presented. Motion carried.*

The second resolution for 2019 states the EDC will not contribute matching funds to the 403B retirement plan.

*Motion by Frame, second by Turner to approve the First Merchant's Trust Resolutions as presented. Motion carried.*

#### **Webb and Associates Engagement Letter**

Shaffer reported on the engagement letter for Webb and Associates for an hourly rate of \$95.00 for 2020. Shaffer explained that Lindsey completes payroll and the accounts receivable/payable transactions and that Dawn James comes in twice per month to review her work, reconcile the bank statements, and print the financial reports for the finance committee and board meetings. Shaffer stated that our auditor is very complementary of our process.

*Motion by Tanner, second by Zaleski to approve the Webb and Associates Engagement Letter as presented. Motion carried.*

#### **Brady Ware Engagement Letter**

Lindsey reported the agreement for audit of the 2019 financials and preparation of taxes for \$6,500, up from \$6,375 from the previous year. *Motion by Zaleski, second by Salazar to approve Brady Ware engagement letter as presented. Motion carried.*

**George Sowers Legal Services Agreement**

Shaffer reported on Sower’s legal agreement for \$200/hour and a \$5,000 retainer for services for 2020. The hourly rate is a \$10.00/hour increase from the previous year. *Motion by Salazar, second by Bolser to approve George Sower’s legal services agreement as presented. Motion carried.*

**Conflict of Interest and Confidentiality Agreement**

Shaffer reported that the board updates their conflict of interest and confidentiality agreements annually and that Lindsey provided each member a copy of each policy to update, except for the new board members who completed theirs at their board orientation.

**VII. ADJOURNMENT**

Templin adjourned the meeting at 4:51 p.m.

**NEXT BOARD MEETING – Monday, February 3, 2020  
at EDC of Wayne County, Richmond, Indiana at 4:00 p.m.**