

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, January 8, 2024**

BOARD MEMBERS PRESENT: Cenova, Fennimore, Foster, Gaddis, Johnson, King, Tanner, Van Der Burgt, Zaleski

BOARD MEMBERS VIRTUAL: Robinson

BOARD MEMBERS ABSENT: Bolser, Turner

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

GUESTS PRESENT: Sowers, George – EDC Counsel
Dwenger, Brad – Wayne County Commissioner
Oler, Ron – Mayor
Taylor, Anne –Richmond Common Council
Emery, Millie – Western Wayne News
Saunders, Gary – Wayne County Council

1. CALL TO ORDER

Board Chair Pete Zaleski 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 January 8, 2024.

2. APPROVAL OF MINUTES

a. 2023 December Minutes

Zaleski stated the minutes from the December 4, 2023, board meeting are on pages 2-5.
No corrections were noted.

Motion to approve December 4, 2023, minutes as presented by Johnson and seconded by King.

Roll Call.

Motion carried.

3. TREASURER'S REPORT

a. 2023 December Financial Reports

Tanner reported the Economic Development Corporation of Wayne County, IN is under budget for December MTD by \$293.67 and is under budget YTD by \$62,731.84. He reviewed the December Income Statement and stated the following items are over budget for the month; 2232 Garage and Motor Supplies by \$64.93 due to an oil change; 3310 Vehicle Lease \$88.76 due to new lease; 3312 Legal Services \$8,175 for the month; 3323 Travel Lodging and Meals \$1,628.41 due to staff attending IEDA conference and Mitchell traveled to Atlanta for a site presentation; 3362 Maintenance Repair & Equipment \$51.80 due to number of copies printed; 3373 Programming & Consultation by \$247.28 due to budgeting; and 3392 Advertising & PR \$3,449.51 due to Livability ad. Fisher noted item 3371 Rent-Equipment is over by \$200 for postage funding and she will ask Dawn James, our accountant, to do a general journal entry to re-code this amount to 3321 Postage and Freight. This journal entry will not affect financials.

Motion to approve December financials as presented by Gaddis, seconded by Johnson. Roll Call.

Motion carried.

b. Year-End Transfer

Tanner stated the EDC needs to transfer \$8.38 from 1348 Temporary Help to 1001 Salaries which are over due to a rounding issue and will need to transfer \$426.10 from 1348 Temporary Help to 1369 Disability Insurance. These two items require pre-approval from Wayne County Council. Shaffer reached out to Beth Leisure and Gary Saunders for permission to present to the board prior to receiving pre-

approval from Wayne County Council and both agreed. The transfers listed below do not require Council or Commissioner approval and they are: \$54.46 from 2229 Other Supplies to 2249 In-House Supplies, \$343.84 from 3381 Dues, Subscription & Fees to 3310 Vehicle Lease, \$1,505 from 3320 Contractual/Professional Services, to 3312 Legal Services, \$508 from 3381 Dues, Subscriptions & Fees to Vehicle Insurance, \$115 from 3381 Dues Subscriptions and Fees to 3346 Insurance Liability, and \$282.92 from 3381 Dues, Subscriptions & Fees to 3373 Programing and Consultation.

Motion to approve 2023 year-end transfers as presented by Johnson, seconded by Van Der Burgt.

Roll Call.

Motion carried.

c. 2023 Funds to be Returned to Consolidated EDIT Fund

Tanner stated the 2023 Operating Budget for Economic Development Corporation of Wayne County, IN is under budget this year and the EDC will be returning \$60,631.45 in funds back to the Consolidated EDIT Fund.

Motion to approve the return of funds to the Consolidated EDIT Fund as presented by Tanner and seconded by Cenova. Roll call.

Motion carried.

Shaffer also mentioned the EDC will retain \$32,564.18 in funds in the Make My Move savings account. She stated these funds are obligated for incentive payments for remote workers.

Motion to approve the Economic Development Corporation to retain the \$32,564.18 in funds in the MakeMyMove savings account as presented by Cenova and seconded by Foster. Roll call.

Motion carried.

d. Wayne Bank Resolution

Shaffer stated the 2024 board officers are required to be signors on the Economic Development Corporation's bank accounts with Wayne Bank and Trust. Tanner said the resolution shows we will be removing Johnson and adding King.

Motion by Johnson, seconded by Gaddis to approve the Wayne Bank and Trust Resolution. Roll call.

Motion carried.

4. CHAIR'S REPORT

Zaleski stated this is a year for contract renewals for the following:

- EDC Contract with Wayne County Government (4-year contract)
- Consolidated EDIT Contracts with all 7+ participating communities (4-year contracts) once the county has approved the 2025-2028 contract with the EDC.
- Renewals will be sought for Richmond, Cambridge, Centerville, Hagerstown, Economy, Milton, Wayne County (unincorporated areas), and adding East Germantown
- EDC Contract with EDC President, Valerie Shaffer (2-year contract)
 - The goal is to review and renew at the end of 2nd quarter of 2024.
- EDC Office Lease (4-year lease)
 - Our lease with Better Homes and Gardens should be reviewed sometime during the last 6 months of this year.
- MIP Farm Lease (4-year lease)
 - A new MIP farm lease will be conducted through a formal bidding process that should begin in June 2024.

5. EDC STAFF REPORTS FOR December

Zaleski stated we have made a change in how the staff reports will be presented. The staff will continue to include their reports in the board packet, but they will only give verbal reports on special projects or topics that need to be expanded upon. If board members have questions regarding the staff reports, they may ask the staff to explain.

- Doty said she has been promoting our Wayne County Job Finder on our Home in Wayne website. She asked the board if they see one of our Job Finder posts, please share so we can get the word out about this new option for Wayne County job seekers. Zaleski asked Lindsey how much attraction we have received on TOOTRIS? Lindsey said we do not have our tracking numbers yet.

- Mitchell reported we have completed two residential control buns at 3743 Gaar Jackson Road and 1432 Round Barn Road. The next step on both properties is final grading. The property at 1465 Round Bard Road will be the next control burn with debris removal and final grading. She and Shaffer have met with the following communities on the Blight Elimination Program which have an estimated 26 homes so far for the program in Centerville, Cambridge City, Dublin, Economy, East Germantown, Hagerstown, and Milton.
- Shaffer reported she and Acacia St. John are the steering committee representatives for Wayne County along with 7 elected officials who agreed to score Wayne County’s READI 2.0 project submissions. Our top 5 projects went to the region for the second round of scoring. Of the top 20 projects in the region, Wayne County has 4 of them. Shaffer said she will be attending the IEDC site visit all day on January 10th.
- Shaffer also gave an update on the MakeMyMove project stating we have 8 remote workers who have moved to Richmond, with another coming next week and 5 others having accepted our offer.

6. OTHER BUSINESS

a. Conflict of Interest and Confidentiality Agreements

Shaffer and Zaleski stated the separate attachment of the Conflict of Interest and Confidentiality Agreements must be filled in and signed by all board members each year and asked them to return paperwork to Fisher as soon as possible.

Johnson wanted to announce and congratulate Shaffer on receiving Duke Energy’s Economic Development Partner Achievement Award in December and stated this is a great achievement.

7. ADJOURNMENT

Zaleski adjourned the meeting at 4:30 p.m.

NEXT BOARD MEETING – Monday, February 5, at 4:00 p.m.

Roll Call Vote Tracking: 01-08-24 EDC Board Meeting

Agenda Items						
Board Member	Approval of December Minutes	December Financials	Year End Transfers	2023 Funds to be Returned to Consolidated EDIT Fund	MakeMyMove Retained Funds	Wayne Bank Resolution
Bolser						
Cenova	Y	Y	Y	2nd	1st	Y
Fennimore	Y	Y	Y	Y	Y	Y
Foster	Y	Y	Y	Y	2nd	Y
Gaddis	Y	1st	Y	Y	Y	2nd
Johnson	1st	2nd	1st	Y	Y	1st
King	2nd	Y	Y	Y	Y	Y
Robinson	Y	Y	Y	Y	Y	Y
Tanner	Y	Y	Y	1st	Y	Y
Turner						
Van Der Burgt	Y	Y	2nd	Y	Y	Y
Zaleski	Y	Y	Y	Y	Y	Y

Key
1st - motion made
2nd - motion seconded
Y - yes vote
N - no vote
A - abstained
I - Ineligible to vote
Blank indicates absence