

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, September 9, 2019**

**BOARD MEMBERS PRESENT:** Bolser, Frame, Golden, Parker, Salazar, Templin, Warner, Yaeger

**BOARD MEMBERS ABSENT:** Leisure, Turner, Zaleski

**STAFF PRESENT:** Shaffer, Doty

**GUESTS PRESENT:** Burns, Denny – Wayne County Commissioner  
Krapf, Scott – Attorney, Frost Brown Todd, representing TBK America  
McClain, Brenda – Western Wayne News  
Sowers, Geoge – EDC Attorney  
Truitt, Jason – Palladium-Item  
President Sasaki, TBK America  
Takamura, Tom - TBK America  
Mrs. Katsumi - TBK America  
Shutte, Mary Ann- TBK America

**I. CALL TO ORDER**

Board Chair Robert Warner called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:01 p.m. on Monday, September 9, 2019 in the EDC board room.

**II. EDIT Grant Application #19-198**

Shaffer reported on EDIT application #19-198 for TBK America. Scott Krapf, of Frost Brown Todd and several guests from TBK including President Sasaki were present to talk about the project and answer questions. TBK America completed their first EDIT grant received in March of 2017 successfully meeting all required compliance measures. The company is expanding again and is adding another production line to produce water pumps for Cummins Engines. TBK America plans to invest \$2.4 million in upgrades to the building and new equipment and will create 5 full-time jobs by 2021. An EDIT grant of \$25,000 is being proposed to help offset expenses. President Sasaki stated this is a new opportunity for the company. R&D will be done mainly at TBK Japan, but production will be done at TBK America. He added the company currently has 110 employees and has been in Richmond for 12 years. The Executive Committee recommended approval of the EDIT application to the board.

*Motion by Parker, second by Yaeger to approve EDIT grant application #19-198 in the amount of \$25,000 for TBK America. Motion carried.*

**III. APPROVAL OF MINUTES**

Warner stated the minutes from the August 5<sup>th</sup>, 2019 board meeting were on pages 7 - 9. *Motion to approve August 5<sup>th</sup> minutes as presented by Salazar, second by Frame. Motion carried*

**IV. TREASURER'S REPORT**

**August 2019 Financial Report**

Templin provided the treasurer's report. For the month of August the EDC was under budget \$35,073.63 MTD and under budget \$102,223.36 YTD. Templin stated the EDC was under budget mainly due to salaries while the search continues for a new Office Manager. He reported the EDC provided \$1,150 from the Public Training and Education line item to Richmond High School to pay for OSHA training for students. *Motion by Parker, second by Bolser to approve the August 2019 financials as presented. Motion carried.*

Templin presented the draft copy of the 2018 financial audit to the board for their consideration. Templin went through the audit highlighting each section. There were no findings by auditors and Templin reported everything is in good order and approval is recommended by the Executive Committee.

*Motion by Frame, second by Bolser to approve the 2018 Financial Audit as presented. Motion carried.*

## **V. COMMITTEE REPORTS**

- A. Executive Committee** – Warner reported the executive committee met on September 9<sup>th</sup>, 2019. Main topics included updates on wetland delineation, industrial park expansion, Western Wayne Regional Sewer District (WWRSD), 2018 financial audit, and TBK America EDIT application.
- B. Industrial Park Committee** – Shaffer reported the committee met and continues to discuss MIP Phase I planning and wetland delineation, industrial park expansion, and WWRSD update.
- C. Marketing and Communication Committee** – Doty reported the committee met and heard a presentation from Ashley Sieb of Ashley Sieb Marketing on a strategy to streamline marketing assets and to potentially consolidate brands.

## **VI. EDC STAFF REPORTS**

**Doty** – Doty reported as a result of meeting with Ashley Sieb Marketing a cost proposal was submitted to develop a strategy for streamlining the EDC's marketing assets and consolidate brands where appropriate. Sieb will conduct an audit of existing marketing assets and social media platforms and work to determine where streamlining can occur between marketing initiatives and brands. Doty presented the contract from Sieb in the amount of \$5,100 plus \$1,500 incidental expenses totaling \$6,600. Incidental expenses include not-to-exceed \$500 for design of digital ads and not-to-exceed \$1,000 for ad placement on Google Ads and Facebook.

*Motion made by Frame, second by Golden to approve the cost proposal from Ashley Sieb Marketing to streamline and consolidate marketing assets and brands. Motion carried.*

Doty reported most of her activity was directed toward work being done to promote Home in Wayne including testimonial videos produced by IronGate that will be useful in Sieb's educational campaign about rebranding efforts. Doty also said she was working with the Wayne County Area Chamber of Commerce and the Wayne County Convention and Tourism Bureau to conduct a photography contest on Instagram. Photos will be chosen to be included in a print marketing piece to be used in recruitment efforts by employers and others. An event showcasing the chosen photography is also being planned. There will be prizes as well for those who have photos chosen. Contest set to kick off this week.

**Mitchell** – Mitchell was out sick so Shaffer mentioned her report is found in the board packet.

**Shaffer** – Shaffer reported she worked on RFIs for two new projects, one of which was a food processing company. She also joined Mindy Kenworthy from the ECI Regional Partnership and Jessica Tower from IEDC on a sales trip to Cleveland. Shaffer reported she made good contacts and it was good to talk to consultants in Ohio because they work so much in Indiana. They were interested in hearing about the programs Indiana had to offer. Shaffer provided an update on the Talent regions being developed by the state. She reported the deadline for

counties to decide if they want to participate had passed and six counties out of the ten previously identified indicated an interest to be part of the regional designation. Another meeting will be scheduled. Shaffer also reported she had four interviews set up in the upcoming week for the position of Office Manager. She also reminded board members that committee meetings for September would be held on October 3<sup>rd</sup>.

## **VII. OTHER BUSINESS**

### **a. Ivy Tech Contract for WorkKeys Testing**

Shaffer reported she and Mitchell were working with Ivy Tech Community College to administer ACT WorkKeys tests to high school juniors and seniors. The contract with Ivy Tech covers proctoring for 107 exams taking place in the month of October. Services would enable students who do not have access to the WorkKeys test through their vocational school to take the test. Each test cost \$36 and there's a \$300 proctoring fee for every 10 students. There is no charge to students for testing.

*Motion by Salazar, second by Parker to approve the contract with Ivy Tech Community College for proctoring services for students taking the WorkKeys test. Motion carried. Bolser abstained.*

### **b. EDC By-law Revisions**

Shaffer reported the committee formed to review the EDC's bylaws met and made necessary changes. Shaffer said much of the changes made involved removing language regarding memberships. The EDC has never operated as a membership-based organization so language pertaining to that organizational structure was not applicable. The section regarding board appointments was updated to reflect changes in appointing bodies. Wayne County Commissioners previously appointed three representatives. Now they appoint 2 and Wayne County Council appoints one. The Mayor of the City of Richmond previously appointed three representatives. Currently the Mayor appoints two and Richmond Common Council appoints one. The term "chairman" was changed to "chair". Information stating a board member can participate via phone in the meeting but cannot vote was added. Language was added stating the EDC will have an annual meeting in the first 6 months of the year. Language was also added to state the Executive Committee will conduct a performance appraisal of the president annually. Language regarding check signers was updated to state two signatures are required on checks.

*Motion by Parker, second by Frame to approve the updated bylaws for the EDC of Wayne County. Motion carried.*

## **VIII. ADJOURNMENT**

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

**NEXT BOARD MEETING – Monday, October 7, 2019  
at EDC of Wayne County, Richmond, Indiana at 4:00 p.m.**