

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, September 12, 2022**

**BOARD MEMBERS PRESENT:** Bolser, Cenova, Robinson, Tanner, Templin, Turner, Zaleski

**BOARD MEMBERS VIRTUAL:** Johnson, King, Salazar

**BOARD MEMBERS ABSENT:** Fennimore, Frame

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

**GUESTS PRESENT:** Sowers, George – EDC Counsel  
Butters, MaryAnne – Wayne County Commissioner  
Crist, Duane – Indiana American Water  
Oler, Ron – Richmond Common Council  
Sharp, Matthew – News Examiner  
Thurlow, Kim – IVY Tech

**I. CALL TO ORDER**

Board Chair Jim King called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:11 p.m. on September 12, 2022.

**II. APPROVAL OF MINUTES**

**a. 2022 August Minutes**

King stated the minutes from the August 15, 2022, board meeting are on pages 2-5. No corrections were noted.

*Motion to approve August 15, 2022, minutes as presented by Tanner, second by Robinson. Roll call.*

*Motion carried.*

**III. TREASURER'S REPORT**

**a. 2022 August Financial Report**

Zaleski reported the Economic Development Corporation of Wayne County, IN is under budget for August MTD by \$12,016.08 and is also under budget YTD by \$69,447.68. He reviewed the August Income Statement and stated 2215 Equipment Supplies is over by \$8.28; 2232 Garage & Motor Supplies is over by \$31.93 due to an oil change on Ford Explorer; 3371 Rent-Equipment Structures is over by \$43.41 due to paying 3<sup>rd</sup> Quarter invoice; 3372 Public, Education, Training is over by \$306.67 due to the paying for OSHA training for RHS seniors; 3373 Programming & Consultation is over \$59.89 due to a 2% annual increase; and 3389 Staff Education & Training is also over budget due to registration fees for staff to attend various conferences. The Economic Development Corporation will be reimbursed in the Fall of 2022 for some conferences. All accounts should be under budget at year end, except the Programming & Consultation account.

*Motion to approve the August financials as presented by Tanner, second by Robinson. Roll call.*

*Motion carried.*

**b. 2021 Audit and Financial Statement Draft Review**

Zaleski reported Brady, Ware & Schoenfeld conducts our audit on an annual basis. Jennifer North recently presented to the EDC Executive Committee and reported there were no deficiencies found and there were no management disagreements in the audit. Items of note: we returned \$121,045 of unused funds back

to the Consolidated EDIT Fund at the end of 2021. The Economic Development Corporation closed the Escrow account moving these funds into the Grant Admin account. These funds belong to the EDC and do not go to Consolidated EDIT. We had encumbrances in 2021 for Beals Moore for remediations in the MIP in 2021 that did not get completed. He said the monies collected for rent of farmland by the EDC are only a pass-through and are then paid to the county by the EDC. He stated Jennifer North mentioned that her staff enjoys conducting our audit because the EDC is so organized and there are no issues with our audits. King is pleased the audit went well and they did not have any issues. Shaffer reported once the Board approves the audit, Brady, Ware & Schoenfeld will complete our 990-tax return.

*Motion to approve 2021 Audit Draft as presented by Bolser, second by Tanner. Roll Call.*

*Motion carried.*

#### **IV. Chair's Report**

King said Shaffer we will be reviewing the Richmond Baking EDIT Grant Application later during our meeting. He mentioned that Shaffer will present the 2023 Budget to Board in October. Shaffer said she presented the 2023 Budget to County Council and Commissioners in August, and they needed time to review. Shaffer will answer any questions they may have and will then bring it to the Board for approval. King said we will also have the Quadient Lease for the Board to approve.

#### **V. EDC STAFF REPORTS**

**Fisher** – Fisher reported we received the 2<sup>nd</sup> Quarter 2022 COLI results and Richmond ranked 8th in the Ten Most Least Expensive Urban Areas. There were 261 urban areas participating. She reported that she, Shaffer, and Doty worked with Seton High School on hiring a senior student as our intern for the 1<sup>st</sup> semester of 2022-2023 school year. Fisher and other staff members participated in training with GIS Planning on their new Leadfeeder program which offers more robust data, detailed information on types of searches and who is searching our website, along with the ability to assign team members to follow-up with an account. She also announced that we have new accountant, Angie Sallee from Webb & Associates. Dawn, our previous accountant with Webb & Associates had been working with EDC for approximately 20 years and she has decided to take a position with another company.

**Lindsey** – Lindsey reported she is working on another active BR|E project and will hopefully have an EDIT Grant Application for the Board next month. She and Shaffer attended a BR|E meeting this month. She met with Western Wayne School Corporation's leadership discussing initiatives for 2022-2023 school year. This meeting was in partnership with Roxie Deer at the Chamber. Lindsey said she has also been working to finalize the National Manufacturing Day and Find a Job Friday events. She and Mitchell met with Nathan Hogg with Hogg Helps to discuss holding a Job Fair for Richmond High School students aged 14 -18. She prepared for our last two Employer Roundtable discussions that focused on childcare and internships with additional employers. She presented at the Wayne County Commissioners meeting for Shaffer. She also attended the Athena Award dinner as a presenter. She nominated Roxie Deer for the Young Professional Award, and she was selected as the 2022 winner.

**Doty** – Doty stated she prepared and distributed two news releases for Vandor Corporation and Dot Transportation Inc. expansion projects. She will be working on focus groups for the results received from the Home in Wayne survey. Our goal was to get 250 survey responses and we exceeded that goal and received 266. She said we are participating in the Seton High School intern program and Kendall Coyner will be interning with us this semester. Kendall is working on a survey for high school students and asking them what they are looking for in their communities. She worked with IronGate to develop a full-page ad for the Area Development's Women in Economic Development Forum. We are also looking at boxes of Abbott's Caramels with EDC branding on them for this event. Shaffer said there will only be females attending this conference and the EDC is a sponsor of this conference. The ad that we developed can be used for other marketing efforts as well.

**Mitchell** – Mitchell stated she could not be more excited to announce the wetland remediations are complete. The next steps are to work with Little River to send compliance documents to IDEM and Beals Moore to complete the topo survey. Shaffer stated the wetlands will no longer be listed on the maps for these sites. We are working to promote Get to Work Week and partnering with Hogg Helps, Junior Achievers, and the Chamber to get employers connected with high school students during their lunch hours.

**Shaffer** – Shaffer said last month she reported we did not have any new business attraction projects. However, this month we had a site visit from Project Sorcery who is considering a lot in the Gateway Industrial Park. With

the wastewater project underway we can now market this property. There will be more upgrades to the water, but they feel they can support the water needs for Sorcery. We have also had four new attraction project leads that we responded to in August, with two of these projects requesting large amounts of data. These larger projects with RFI requests take approximately one week to complete with three of us working on them. She said we now have a closing date set for September 14, at 3:30 pm for the purchase of the Toschlog land. She participated in the East Central Regional Partnership site selector luncheon in August where she helped to present on activity within the region to promote economic development opportunities. She said we have closed the Wage and Benefit survey and had 182 responses from businesses in our 9-county region. We hope to have the aggregated results back from Purdue Center for Regional Development soon and will send it out to participating employers. Shaffer said our MakeMyMove offer page is now live and we have reviewed 6 eligible applicants and extended one formal offer to an applicant. The MakeMyMove team does the initial screening of applicants based on our guidelines, and then we review eligible candidates. Last month she reported the Chase building's auction ended with a high bid of \$825,000 but this did not meet the minimum bid requirement, so the building is still for sale.

## **VI. Other Business**

### **a. Richmond Baking Co. EDIT Grant Application 22-210**

Lindsey reported Richmond Baking Co. is requesting an EDIT grant for \$24,000 for an expansion project that includes adding a 2<sup>nd</sup> shift to one of their three oven lines, replacing their elevator and they plan to hire 38 new employees. Richmond Baking Co. has been in our community for 120 years. Shaffer reported they are now hiring new employees at an average of \$20.63 an hour and their entry level pay is \$15.40 an hour.

*Motion was made to the Board to approve Richmond Baking Company's EDIT Grant Application in the amount of \$24,000 as presented by Turner, second by Robinson. Roll Call.*

*Motion carried.*

### **b. Wayne Bank Savings Account for MakeMyMove**

Shaffer reported the EDC is leading the disbursement of funds for our MakeMyMove program. We talked with our accountant and auditor about opening a new savings account to hold these funds only and they were supportive. We will draw down the \$100,000 allocated for the cash incentives from the Consolidated EDIT Fund and hold them in the new savings account. Then, once a remote worker establishes a residence in Wayne County, the EDC will transfer \$2,500 from the savings account to the EDC operating (checking) account and issue the 1<sup>st</sup> payment to the remote worker. Once they have lived in Wayne County for one full year, we will again transfer \$2,500 from our savings to our operating (checking) account and pay the remote worker the 2<sup>nd</sup> and final installment. Zaleski asked if these funds will be encumbered at the end of the year? Shaffer said she will need to consult with county council and commissioners on this and report back.

*Motion to approve the Economic Development Corporation of Wayne County, Indiana to open a Wayne Bank Savings Account for MakeMyMove funds as presented by Zaleski, second by Bolser. Roll call.*

*Motion carried.*

### **c. Quadient Lease for 2023-2024**

Shaffer stated our current Quadient Lease will expire in March of 2023, so we have a proposal from Quadient for a new 2-year lease. Our current rate per quarter is \$65.16 and the new rate will be \$71.67 per quarter which is an increase of \$6.51 per quarter. We included this increase in our 2023 budget.

*Motion to approve the Quadient Lease as presented by Cenova, second by Robinson. Roll call.*

*Motion carried.*

### **d. Toschlog-Resolution Authorizing Conveyance of Real Property**

Shaffer stated that we need approval for the conveyance of the Toschlog property and asked Sowers to discuss the details. Sowers said 3 years ago we had a signed agreement and option to purchase 326 acres from Toschlog Family Farms. On May 22, 2022, the Economic Development Corporation exercised their option to purchase this property and have a closing date set for September 14, at 3:30 p.m. We

need the board's approval for Shaffer to reconvey the property to the City of Richmond at the time of the closing.

*Motion was made to the Board to approve the Toschlog-Resolution Authorizing Conveyance of Real Property as presented by Turner, second by Zaleski. Roll Call.*

*Motion carried.*

**VII. ADJOURNMENT**

King adjourned the meeting at 4:58 p.m.

**NEXT BOARD MEETING – Monday, October 3, 2022, at 4:00 p.m.**

**Roll Call Vote Tracking: 09-12-22 EDC Board Meeting**

Agenda Items							
Board Member	August Minutes	August Financials	2021 Audit & Financial Statement Draft Review	Richmond Baking Company EDIT Grant Application	Wayne Bank Savings Account for MakeMyMove	Quadient Lease 2023 - 2024	Toschlog Resolution Authorizing Conveyance of Real Property
Bolser	Y	Y	1st	Y	2nd	Y	Y
Cenova	Y	1st	Y	Y	Y	1st	Y
Fennimore							
Frame							
Johnson	Y	Y	Y	Y	Y	Y	Y
King	Y	Y	Y	Y	Y	Y	Y
Robinson	2nd	Y	Y	2nd	Y	2nd	Y
Salazar	Y	Y	Y	Y	Y	Y	Y
Tanner	1st	Y	Y	Y	Y	Y	1st
Templin	Y	Y	Y	Y	Y	Y	Y
Turner	Y	2nd	2nd	1st	Y	Y	Y
Zaleski	Y	Y	Y	Y	1st	Y	2nd

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