

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, November 2, 2020**

BOARD MEMBERS PRESENT: Golden, King, Parker, Robinson, Tanner, Templin, Turner

BOARD MEMBERS ABSENT: Bolser, Frame, Salazar, Zaleski

STAFF PRESENT: Shaffer, Doty, Lindsey

GUESTS PRESENT: Sowers, George – EDC Counsel
Crist, DeWayne – Indiana American Water
Truitt, Jason – Palladium-Item

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 4:01 p.m. on Monday, November 2, 2020 via Zoom meeting.

II. APPROVAL OF MINUTES

Templin stated the minutes from the October 5, 2020 board meeting were on pages 2-3. There are no corrections. *Motion to approve October 5th minutes as presented by King, second by Parker. Motion carried.*

III. TREASURER'S REPORT

Lindsey reported we were under budget by \$7,958.03 MTD and under budget by \$97,115.04 YTD for October. Lindsey indicated items of note for October include: two health insurance payments as we did not receive the Anthem bill in time for payment in September (line item 1367), payment to Knoll, Kolger, Sowers & Metzger for 3rd Quarter legal fees (line item 3312) but will even out by year end and an over in communication (line item 3324) due to the purchase of Doty's cell phone.

Motion to approve the October 2020 financials as presented by Tanner, second by Turner. Motion carried.

IV. COMMITTEE REPORTS

a. Executive Committee

Templin reported the Executive Committee met October 29th. Several of the items will be discussed under other business today including: the EDC's contract with the county, Valerie's contract with the EDC, the 2021 budget and the Opti-Vise contract. Ady Advantage will be holding a meeting Nov 12th for the core group to review the strategic plan and the final presentation will be Nov 24^{ht}.

V. EDC STAFF REPORTS

Lindsey – Lindsey reported she completed normal work. The Cost of Living Index 4th quarter research is complete and 3rd quarter results have been released. Richmond remained at number seven on the least expensive urban areas to live. The 2019 audit is complete and will be presented later today.

Doty – Doty reported attending the Phillips Tube Group ribbon-cutting which the Governor also attended. There is a video of the event on social media and Josh Smith did the photography for us. The annual report is complete and available on the EDC website. A hard copy will be mailed out in the next couple of weeks since we were not able to hold an in-person event. She reported work has begun to review the analytics for Hoosier Opportunity to determine what works and how we will move forward with it in 2021.

Shaffer – Shaffer indicated Mitchell is completing her OU-EDI certification so she will not be reporting today but her report is in the packet. Shaffer indicated she will be reporting verbally today. We had a great October. Two local manufacturers are looking for space to expand. We also have two new attraction projects - one is manufacturing with potential of 200 jobs and one is warehousing. The strategic plan with Ady Advantage is about a month behind due to COVID. They have compiled four draft goals for our organization: alignment and collaboration, targeted growth, quality of place and talent attraction and development. We are already working on talent attraction and development with our Home in Wayne and Hoosier Opportunities initiatives. We hope to have the final plan in place by year-end after review and approval by the EDC board, Wayne County Commissioners and Wayne County Council. Templin asked if Shaffer was surprised by the findings and she indicated she was not.

VI. OTHER BUSINESS

a. Nominating Committee

Shaffer reported the nominating committee consists of the board chair and three board members not currently holding an office. The committee will select the slate of officers to be presented at the December board meeting. Lindsey sent ballots out to the board. Lindsey reported Frame and King had been selected and there is a tie for the third position between Tanner, Turner and Golden. Shaffer asked if all board members could vote choose one and enter that name in the chat box. Parker will call the office. After counting the votes Tanner will be the third member of the nominating committee. Templin indicated he will reach out to the committee later this week.

b. EDC Contract with Wayne County

Shaffer reported every four years we sign a new contract with Wayne County for services the EDC provides for the county. This contract covers our funding, the board of directors, the tasks we do and our budget. Shaffer indicated there are no substantial changes, but please see the notable change on page 19. This covers transfers within the 1000 category, the auditor only may approve changes below \$5,000. Sowers indicated there were technical changes only which makes the mechanics easier, otherwise the contract is the same. The County reaches out to the participating cities to renew their individual contracts to allocate one-half of their EDIT funds to the [Consolidated EDIT Fund](#)~~EDC~~.

Motion to approve the EDC 4-year contract with Wayne County as presented by Parker, second by Templin. Motion carried.

c. Valerie Shaffer Contract with EDC

Templin reported the new 2-year contract for Shaffer's services is attached. The contract calls for a 3.26% salary increase in 2021 and a 3.16% increase for 2022. Zaleski spoke with Ken Paust and Jeff Plasterer from Wayne County Government for their support, which he received. Parker spoke with Mayor Snow from Richmond for his support, which he received. Templin indicated they looked at the market to determine the rate and the board is pleased with Shaffer's performance. The County has approved the budget which allows for the raise. Tanner praised Shaffer and the staff for a job well done.

Motion to approve the EDC 2-year contract with Valerie Shaffer as presented by Tanner, second by Golden. Motion carried.

d. EDC 2021 Budget

Shaffer reported the 2021 budget has been approved by Wayne County Commissioners, Wayne County Council, and the EDC Executive Committee. Shaffer indicated this budget reflects a 2.08% decrease from the 2020 budget. The only item in question is health insurance as we have not received our renewal and we are looking at changing to a level-funded plan to reduce premium costs. Tanner asked what the procedure is if we go over budget. Shaffer indicated that we transfer from line items within the same category to cover for incidental overages. To Shaffer's knowledge, the EDC has never gone over budget. We receive appropriation from Council and the Commissioners for funding special projects.

Motion to approve the EDC 2021 budget as presented by Parker, second by King. Motion carried.

e. Opti-Vise Contract

Lindsey reported the Opti-Vise contract is a 4-year contract which aligns with our contract with Wayne County. They provide IT support and back-up for the EDC. We are very pleased with their service and we receive unlimited support at no additional cost. We will see an increase from \$467.78 per month to \$500.53 per month. The rate will be locked in for the contract term.

Motion to approve the EDC 4-year contract with Opti-Vise, LLC as presented by Robinson, second by Golden. Motion carried.

f. Brady Ware Audit Results

Shaffer reported the 2019 audit results are in the package. Note 4 is funds the EDC encumbered for projects that began in 2019 and slated to be completed in 2020. Note 5 is for other income and disbursements, this covers the Striderite and MIP farm ground leases that are paid to the EDC and remitted to the City of Richmond and funds related to the Hoosier Opportunity project. Note 7 covers the cash accounts. The EDC is not required to return the funds in the Grant Administration or Escrow accounts. Note 8 covers an error that was discovered in the audit. The EDC did not remit the Spring farm rent to the City and those funds were returned to the County at year end. The EDC requested the \$14,660 back from the County and remitted to the City in August of 2020.

Motion to approve the 2019 Brady Ware Audit as presented by King, second by Tanner. Motion carried.

VII. ADJOURNMENT

Templin adjourned the meeting at 4:50 p.m.

NEXT BOARD MEETING – Monday, December 7th, 2020 at 4:00 p.m.