

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, November 4, 2024**

BOARD MEMBERS PRESENT: Cenova, Foster, Gaddis, Johnson, King, Tanner, Turner, Zaleski

BOARD MEMBERS VIRTUAL: Robinson

BOARD MEMBERS ABSENT: Bolser, Fennimore, VanDerBurgt

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

GUESTS PRESENT: Brad Dwenger – Wayne County Commissioner
Millie Emery – Western Wayne News
Jerry Purcell – Richmond Common Council
Anne Taylor – City of Richmond

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 November 4, 2024.

2. APPROVAL OF MINUTES

a. 2024 October Minutes

Zaleski stated the minutes from October 7, 2024, board meeting need to be reviewed and approved. No corrections were noted.

*Motion to approve October 7, 2024, board minutes as presented by King and seconded by Johnson.
Motion carried.*

3. TREASURER'S REPORT

a. 2024 October Financial Report

King reviewed the October Income Statement for the Economic Development Corporation of Wayne County, IN and reported that the EDC was over budget for the month by \$11,616.84 and under YTD by \$71,098.75. He stated the following items are over for the month due to having 3 pay periods in October Item# 1001 Salaries are over \$11,812.51, Item# 1365 by \$890.86, and Item# 1366 Federal Payroll Taxes by \$590.63.

Item# 3320 Contractual/Professional Services is over for the month by \$4,479.57 due to payment of Brady Ware invoice for audit of financial statement for the year ended 2023; and Item# 3323 Travel Lodging & Meals is over \$2,519.30 due to purchasing lunch for the students participating in MFG Day, and EDC staff attended various events in September and October. Currently Item# 2221 Office Supplies is over YTD budget by \$2.05.

*Motion to approve October financials as presented by Foster and seconded by Gaddis.
Motion carried.*

4. CHAIR'S REPORT

a. President's Contract

Zaleski stated Valerie Shaffer's 2-year contract with the Economic Development Corporation was proposed and approved for a 10% increase. He said the same language was used in the new contract as was used in the previous contract. He reviewed the contract with Wayne County Commissioners, Tony Gillam and Beth Leisure of Wayne County Council, and Mayor Ron Oler and all approved of the new 2-year contract.

*Motion to approve Valerie Shaffer's 2-year contract as presented by Cenova and seconded by Tanner.
Motion carried.*

5. EDC STAFF REPORTS FOR OCTOBER

Lindsey – Lindsey stated we had approximately 200 students tour manufacturing facilities across Wayne County. All area schools except for Western Wayne participated in the event this year.

Doty – Doty wanted to let everyone know our new billboard located along I-70 is up and features the Gateway Industrial Park. We are now working to update the billboard for the Midwest Industrial Park.

Shaffer – Shaffer stated we celebrated with Anchor Ingredients at their ribbon cutting event and were allowed to tour their facility. There were several Blue Buffalo and General Mills executives there to support Anchor Ingredients. Anchor Ingredients is a welcome addition to our pet food cluster here. Shaffer reported that the READI 2.0 projects that have been shortlisted have been asked for additional information for funding purposes. All remaining READI 2.0 and LEI Blight projects that were not shortlisted have been notified that their projects are likely not to be funded by IEDC. LEI Arts and Culture projects are being paused for now due to the hiring of a consultant to develop an arts and culture strategic plan for the region. She also stated that we have 2 new MakeMyMove remote workers moving to Wayne County in November.

6. Other Business

a. Burke CPAs & Advisors Engagement Letter

Shaffer stated the engagement letter from Burke CPAs & Advisors is offering the same service we have had in the previous contract. She said Fisher processes payroll, accounts payable and receivables for the EDC and Dawn James with Burke verifies Fisher's work. We also have our annual audit completed by Brady Ware along with additional oversight by the EDC board of directors. The price for Burke's services increased from \$140 per hour to \$200 per hour.

Motion to approve Burke CPAs & Advisors to complete the Economic Development Corporation's monthly accounting functions as presented by Tanner and seconded by Foster.

Motion carried.

b. Knoll, Kolger, Sowers & Metzger Engagement Letter

Shaffer reported Knoll, Kolger, Sowers & Metzger's rates increased by \$25 per hour to \$225 beginning 2025. Sowers has agreed to spend at least 2 hours per month working on items for the Economic Development Corporation. She said the rates for the EDC have not been changed since 2020. The language is the same as in previous years although the retainer increased from \$5,000 to \$5,400 for next year.

Motion to approve Knoll, Kolger, Sowers & Metzger to continue providing legal services the Economic Development Corporation as presented by Johnson and seconded by King.

Motion carried.

c. First Realty Group, LLC Resolution to Renew Office Lease

Shaffer stated the Economic Development Corporation had to notify First Realty Group 60 days prior to the current contract's end date to request a renewal of the office lease. Due to timing, she signed the Amendment for the Lease Agreement Option to Renew #2, Exhibit B with approval from executive committee. We are asking the board to ratify the approval of the Amendment to the Lease Agreement.

Motion to authorize the Economic Development Corporation to extend the Office Lease with First Realty Group, LLC as presented by Tanner and seconded by Johnson.

Motion Carried.

7. ADJOURNMENT

Zaleski adjourned the meeting at 4:21 p.m.

NEXT BOARD MEETING – Monday, December 2, at 4:00 p.m.

Agenda Items						
Board Member	Approval of October Minutes	Treasurer's Report for October	President's 2-year Contract	Burke CPAs & Advisors Engagement Letter for 2025	Knoll, Kolger, Sowers & Metzger Legal Service Agreement for 2025	First Realty Group, LLC Resolution to Renew Office Lease
Bolser						
Cenova	Y	Y	1st	Y	Y	Y
Fennimore						
Foster	Y	1st	Y	2nd	Y	Y
Gaddis	Y	2nd	Y	Y	Y	Y
Johnson	2nd	Y	Y	Y	1st	2nd
King	1st	Y	Y	Y	2nd	Y
Robinson	Y	Y	Y	Y	Y	Y
Tanner	Y	Y	2nd	Y	Y	1st
Turner	Y	Y	Y	1st	Y	Y
Van Der Burgt						
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