

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, November 7, 2022**

BOARD MEMBERS PRESENT: Cenova, Fennimore, Johnson, King, Robinson, Templin, Turner, Zaleski

BOARD MEMBERS VIRTUAL:

BOARD MEMBERS ABSENT: Bolser, Frame, Salazar, Tanner

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

GUESTS PRESENT: Butters, MaryAnne – Wayne County Commissioner
Crist, Duane – Indiana American Water
Emery, Millie – Hometown Media Group
Smoker, Pat – Richmond Sanitary District
VanDerBurgt, Marty – Belden Inc.
Welch, Elijah – Richmond Sanitary District

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 4:00 p.m. on November 7, 2022.

II. APPROVAL OF MINUTES

a. 2022 October Minutes

King stated the minutes from the October 3, board meeting are on pages 2-5. No corrections were noted.
*Motion to approve October 3, 2022, minutes as presented by Zaleski, seconded by Johnson.
Motion carried.*

III. TREASURER'S REPORT

a. 2022 October Financial Report

Zaleski reported the Economic Development Corporation of Wayne County, IN is under budget for October MTD by \$13,000.76 and is also under budget YTD by \$92,698.15. He reviewed the October Income Statement and stated 2249 In-House Supplies is over by \$16.90 for the month; 3323 Travel Lodging & Meals is over by \$512.37 this is due to Shaffer's increased travel; 3371 Rent-Equipment is over due to paying our quarterly invoice for Quadient in the amount of \$65.16, 3373 Programming and Consultation is over due to annual increase and will be over at year end; 4440 Office Equipment is over due to purchasing a Ring Doorbell for security purposes but it has not been installed yet. Zaleski added that our accountant created a journal entry for last month's "Uncategorized items" in the amount of \$242.90 and this balance is now \$0 and did not change financials. He also told the group we paid Beals-Moore \$1,460 from our 2021 encumbered funds in October, for preparation of topographic survey showing area where subsurface tiles were installed, and grading plan for area south of Industries Road.
*Motion to approve the October financials as presented by Turner, seconded by Robinson.
Motion carried.*

b. 990 Tax Return

Zaleski told the board members we approved the 2021 Audit during our last meeting and now we have the 2021 990 Tax Return to approve. Shaffer stated that she, Fisher, and Lindsey have all reviewed the

990 Tax Return and have found no issues or concerns. We are recommending the board approve the 2021 990 Tax Return for filing.

Motion to approve the 2021 990 Tax Return as presented by Johnson and seconded by Templin.

Motion carried.

IV. Chair's Report

King asked Shaffer to review the 2023 board appointments. She said the Wayne County Chamber of Commerce has appointed Marty VanDerBurgt to complete Randy Templin's remaining 1 year term. Marty will then be available to serve again if the Chamber so chooses and he agrees. The Chamber also appointed Tony Foster II to replace Tim Frame who has served his two 3-year terms. Cambridge City Town Council will be reappointing Jim King for another term during their November 14th meeting, Hagerstown Town Council will be reappointing Brad Robinson for another 3-year term during their November 7th meeting, and Mayor Snow will be reappointing Jim Tanner for another term but have not yet decided who will be replacing Sayward Salazar on the board. The Mayor has until the end of the year to make a selection.

a. 2023 Slate of Officers

King said the Nominating Committee has selected the 2023 Slate of Officers and they are as follows:

Chair – Sherrilyn Johnson

Vice Chair – Pete Zaleski

Treasurer – Jim Tanner

Secretary – Kyle Turner

He asked the board members if anyone had questions or concerns and if they would like to discuss the nominees. No questions were asked; therefore, King asked the board to close the nominations for the 2023 Slate of Officers.

Motion to close the Nominations for 2023 Slate of Officers as presented by Robinson and seconded by Cenova.

Motion carried.

Motion to approve the 2023 Slate of Officers as presented by Templin and seconded by Robinson.

Motion carried.

V. EDC STAFF REPORTS

Fisher – Fisher said she participated in Manufacturing Day with the students from Lincoln High School and they toured Dot Foods, SugarCreek and Taconic Biosciences. She and Shaffer met with VanVleet regarding medical plans for 2023 and will be meeting with them again this week. Fisher worked with Shaffer and Lindsey on 3 new attraction projects. She completed her assessment and had her 1 on1 session with Scott Hutcheson. He will be here later this month to meet with the entire team. She and Lindsey attended a safety and security meeting for the building with Tracie Robinson from Better Homes and Gardens. This information was prepared and presented by Adam Blanton with Essential Elements. He discussed a few security measures we could implement fairly easy such as, putting a one-way vinyl on windows at our east door into the grand hall of the building. Shaffer said they also suggested the Ring Doorbell which we have purchased but have not installed.

Lindsey – Lindsey said she worked with Shaffer on submitting required documents for 3 new attraction projects. She currently has 6 active BR|E projects in the works. She stated it has been challenging to get the employers to make time to meet with her because they are so busy and short staffed. She said our Manufacturing Day was a success this year! We had our largest turn-out with 150 students participating and all 5 school districts. The schools that came to Richmond toured Ahaus, Blue Buffalo, Johns Manville, and Primex Plastics. She is working on Find A Job Friday and they have decided to only offer this program in the Spring. She met with Jeb Reece from Ascend Indiana about the Land Bank opportunities. She has started working on EDIT grant processes, instructions, and review of guidelines for 2023.

Doty – Doty stated we have moved to the focus group stage of the Home in Wayne marketing and brand strategy. We are starting with a class at Lincoln High School which is part of the Golden Eagle Industries program. After talking with the instructor of this program, he thought it was a good tie-in to what they are currently working on

which is the question of why high school students are determined to leave Wayne County after graduation. This will also dovetail nicely with our Home in Wayne high school survey developed by Seton High School intern, Kendall Coyner. The survey has been sent to area high schools for student response. Doty had Ed DeLaPaz take photos of the Manufacturing Day events and posted them on Facebook and Home in Wayne. We will also use these photos for other marketing efforts.

Mitchell – Mitchell stated the wetland mitigation is complete, the topo work is finished, and the contractor has been paid. We have discussed the lease with the Industrial Park Committee for Bob Toschlog to farm the Toschlog ground for 1 year and what the lease amount should be. Shaffer will continue to do research on lease amounts. Mitchell said the Fire Department is evaluating the site for a control burn of all structures once vacated. Sanitation has evaluated proposals for sewer expansion engineering, and have accepted the proposal from Commonwealth Engineers, Inc. in the amount of \$2,016,298. This project will increase capacity from 290,000 gallons per day to 2,090,000 gallons per day. The city of Richmond will pay \$1,016,298 and an additional \$1,000,000 has been requested from the EDC to be paid from Consolidated EDIT. This has been approved by County Council and Commissioners and awaits a final approval from the EDC Board. Mitchell then shared SugarCreek’s plans to upgrade the employee drop off/pick-up lot, build an employee ride shelter, and will possibly be widening the southernmost entrance to 3 lanes for shipping and receiving. She also participated in Manufacturing Day and said it was a good day. She attended several meetings this month including, the Starr and Olde Richmond Neighborhood, Hagerstown community tour to discuss housing needs, CEDS plan reveal, Richmond Plan Commission to support PUD zoning for 232 senior housing development on Garwood Road, and 3Rivers Federal Credit Union ribbon cutting.

Shaffer – Shaffer said we continue to respond project requests. Richmond is a finalist in 2 new attraction projects; Project Laboratory, a food processor which is a \$73M investment with plans to create 45 jobs, and the other is Project Delta, a metal fabrication company which is a \$65M project with a headcount of 110 new jobs. We are still working on the details of a large expansion in the park as well. Shaffer traveled to Atlanta to present a site and our community to a company and their consultant. We were 1 of 36 communities in 22 states to present to this group. She also attended the Area Development Women in Economic Development Conference in Chicago and said she met with 17 site selection consultants and attended educational sessions about various economic development topics. She has released the 2022 Wage and Benefit Survey results to participating companies. Chair Jim King asked Shaffer if she will do a comparison between last year and this year to see how rates of pay have changed.

King mentioned that he has recently been out in the community and meeting with various groups and has heard multiple compliments about the entire EDC staff and he thanked all of us for our efforts.

VI. Other Business

a. Midwest Industrial Park Sewer Upgrades

As we moved forward into the Midwest Industrial Park Phase III with the acquisition of the Toschlog and Talbot properties, we knew the sewer capacity would be an issue. The issue is not the wastewater treatment plant, but more of the limitations of existing lift stations, gravity sewers and line sizes. We currently have the capacity to add 290,000 gallons per day to what is already being discharged. The table and corresponding map represent the 3 phases of upgrades needed to gain an additional 1.8 MGD for a cumulative capacity available to Midwest Industrial Park (MIP) and the surrounding area of 2,090,000 gallons per day. She said the engineering work alone will be \$2,016,298. Shaffer hopes the Board will support the EDC in contributing \$1,000,000 from Consolidated EDIT to assist with these projects. The city of Richmond and Sanitary District will be contributing \$1,016,298.

MaryAnne Butters said the Commissioners did not follow protocol on this project and said there is a lot of support for these projects and time is of the essence. By taking action out of protocol, over normal rules will show we are eager to support these projects and to have these companies to come to Richmond. Shaffer stated that Elijah Welch and Pat Smoker with Sanitary District are in attendance and asked if they had any additional comments. Welch said they spent a lot of time and research on places to expand, and the MIP gives us the capacity to also expand to the south for future development. Shaffer said this expansion also helps the Northwest Industrial Park which includes, SmithFoods, DAK Americas, and the other companies in that area by expanding capacity for them.

Zaleski asked about the timeline for these projects. Welch said the design will take 1 year and the construction will take approximately 18 months for the first phase. Engineering is 1 year due to obtaining needed permits, and we will need easements as well. Welch said the cost is within range and we are on the low end.

Shaffer said it is the recommendation of the EDC staff for the EDC Board to support and approve the request for \$1,000,000 from Consolidated EDIT to fund this project.

Motion was made to the Board to approve and authorize EDC to fund \$1,000,000 from Consolidated EDIT in support of the Midwest Industrial Park sewer upgrades as presented by Cenova and seconded by Johnson.

Motion carried

b. Dot Transportation, Inc. EDIT Grant #22-209

Shaffer stated Dot Transportation's EDIT Grant was approved on October 15, 2022, for their expansion project and the EDC had drafted an incentive based on the project scope. The EDC was then contacted by Dot Transportation and due to some unforeseen circumstances, they needed to adjust their new projected headcount from 43 to 16. The capital investment Dot Foods is making remains at \$5.67M. The reduction in headcount will reduce the incentive amount from \$86,000 to \$66,000. We are asking the board's approval for the EDC to amend the original incentive and reduce the EDIT grant award to Dot Transportation to \$66,000.

Motion was made to the Board to approve the requested amendment to Dot Transportation, Inc. EDIT Grant from \$88,000 to \$66,000 due a reduction in headcount as presented by Johnson and seconded by Turner.

Motion carried.

c. Knoll, Kolger, Sowers, and Metzger Engagement Letter

Shaffer stated the hourly rate and provisions remained the same as the previous year on Knoll, Kolger, Sowers, and Metzger's engagement letter to renew our agreement with Sowers for legal services in 2023. We pay him a \$5,000 retainer in December and draw down from those funds before we receive statements for legal services.

Motion by Robinson, seconded by Fennimore for Shaffer to enter into a one-year agreement with Knoll, Kolger, Sowers & Metzger to provide legal services to the EDC of Wayne County for 2023.

Motion carried.

d. Burke & Schindler Engagement Letter

Shaffer stated our accountant of 20 years has left Webb and Associates and is now working for Burke & Schindler. The EDC reached to out Burke & Schindler for a quote for this accountant to provide monthly financial duties and services starting in November 2022. We are currently paying \$105 per hour for these services from Webb & Associates and Burke & Schindler quoted a price of \$120 per hour. Shaffer said we would like to transfer our monthly accounting duties over to Burke & Schindler and feels we will save money by making this change due to the hours it takes Webb & Associates' accountant to now complete these duties.

Motion by Turner and seconded by Zaleski to approve and recommend to the Board to have Burke & Schindler complete the Economic Development Corporation's monthly accounting functions.

Motion carried.

VII. ADJOURNMENT

King adjourned the meeting at 4:54 p.m.

NEXT BOARD MEETING – Monday, December 5, 2022, at 4:00 p.m.

Roll Call Vote Tracking: 11-07-22 EDC Board Meeting

Agenda Items									
Board Member	October Minutes	October Financials	2021 990 Tax Return	Nominating Committee for 2023 Slate of Officers - Closed	2023 Slate of Officers	MIP Sewer Upgrades	Dot Transportation EDIT Grant	Knoll, Kolger, Sowers and Metzger Engagement Letter	Burke Schindler Engagement Letter
Bolser									
Cenova	Y	Y	Y	2nd	Y	1st	Y	Y	Y
Fennimore	Y	Y	Y	Y	Y	Y	Y	2nd	Y
Frame									
Johnson	2nd	Y	1st	Y	Y	2nd	1st	Y	Y
King	Y	Y	Y	Y	Y	Y	Y	Y	Y
Robinson	Y	2nd	Y	1st	2nd	Y	Y	1st	Y
Salazar									
Tanner									
Templin	Y	Y	2nd	Y	1st	Y	A	Y	Y
Turner	Y	1st	Y	Y	Y	Y	2nd	Y	1st
Zaleski	1st	Y	Y	Y	Y	Y	Y	Y	2nd

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