

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, December 06, 2021**

BOARD MEMBERS PRESENT: Frame, Johnson, King, Robinson, Templin, Turner, Zaleski

BOARD MEMBERS VIRTUAL: Cenova, Salazar

BOARD MEMBERS ABSENT: Bolser, Parker, Tanner

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

GUESTS PRESENT: Sowers, George – EDC Counsel
Butters, MaryAnne – Wayne County Commissioner
Saunders, Gary – Wayne County Council
Crist, Duane – Indiana American Water
McLane, Brenda – Hometown Media Group
Huth, Tom, MD – Reid Health

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 4:03 p.m. on Monday December 6, 2021.

II. APPROVAL OF MINUTES

Templin stated the minutes from the November 1, 2021 board meeting are on pages 2-5. No corrections were noted.

Motion to approve November 1st minutes by King, second by Turner. Roll call. Motion carried.

III. TREASURER'S REPORT

a. November 2021 Financial Reports

Zaleski reported we were under budget \$4,123.05 MTD and under budget \$129,085.31 YTD for November. Zaleski stated line items 2211-Office Supplies, 2212-Printed Office Supplies, 2215-Equipment Supplies, 2227-Telephone Parts, and 4440-Office Equipment were over due to purchase of items for the new office manager. 2221-Gasoline and 2232-Garage and Motor Supplies were over for gas and an oil change for the Explorer. 3381-Dues, Subscriptions and Fees is over as we are paying annual memberships. These accounts will even out by year-end. 3342-Workers' Compensation was over as we were required to do a payroll audit. 3351-Utilities was over due to rate increases, this account will require a transfer at year-end. Lindsey stated we are over in 4445-Office Equipment-Computers due to the purchase of the video conferencing equipment. We did not seek an appropriation from the Commissioners so this account will also require a transfer at year-end.

Motion to approve the November 2021 financials as presented by Frame, second by Robinson. Roll call. Motion carried.

b. Wayne Bank Visa Resolution

Lindsey stated we need to secure an EDC issued Visa for Fisher through Wayne Bank. Shaffer has an \$8,000.00 limit and Doty, Mitchell and Lindsey each have a \$4,000.00 limit. We would like to ask the Board to approve a \$4,000.00 credit card issued to Rhonda Fisher, the new office manager.

Motion to approve the issuance of a Wayne Bank Visa with a \$4,000.00 limit for Rhonda Fisher, EDC Office Manager by Turner, second by Robinson. Roll call. Motion carried.

c. Escrow Account Closure

Zaleski stated we have an escrow account with approximately \$5,000 that has been there several years. Zaleski is recommending to the Board that we close the escrow account and transfer funds to the Grant Administration account.

Motion to approve the closure of the EDC Escrow account with Wayne Bank by King, second by Templin. Roll call. Motion carried.

d. 2021 Encumbrances

Zaleski stated we will have two encumbrances for 2021. Beals-Moore contract for \$2,800.00 with a balance due of \$2,080.00 and Reynolds Service Tech for \$4,200.00. Mitchell stated the delay was due to the spring that was found when they began repair of the broken field tile. Shaffer stated the City will be paying the remainder of the Reynolds Service Tech invoice. Zaleski stated the encumbrances in the amount of \$6,280.00 will be presented to the Commissioners on Wednesday for their approval before the Dec 15th deadline.

Motion to approve the 2021 encumbrances to Beals-Moore and Reynolds Service Tech in the amount of \$6,280.00 as presented by Robinson, second by Frame. Roll call. Motion carried.

e. Journal Communication Invoice

Doty stated we have had an advertorial or ad in the Livability magazine for the past four years. This is a regional magazine produced annually by the East Central Indiana Regional Partnership (ECIRP). We usually pay the invoice in two installments, but as we have the funds in 3392-Advertising & P.R. we would like to pay the entire invoice out of the 2021 budget. We partner with Wayne County Tourism on this project and they contribute \$2500.00, which we have already received. Doty stated this magazine is targeted for recruitment, BR|E and will also be given to all Ball State graduates. Frame asked about the shelf life of the magazine. Doty stated this is an annual magazine, so we get more with this ad as opposed to a monthly product. 15,000 printed copies are distributed within the 9-county region. We also receive the digital version, which is linked to the Home in Wayne (HiW) website.

Motion to approve payment of the Journal Communication invoice in the amount of \$12,220.00 as presented by Frame, second by King. Roll call. Motion carried.

IV. EXECUTIVE COMMITTEE REPORT

Templin reported the Nominating Committee is recommending the Slate of Officers for 2022 with King as Chair, Johnson as Vice-Chair, Zaleski as Treasurer and Turner as Secretary. Shaffer asked if there were any nominations from the floor. There were none.

Motion to approve the 2022 Slate of Officers as presented by Cenova, second by Robinson. Roll call. Motion carried.

Templin reported the committee discussed Sower's contract and the sublease with Reid for 601 East Main St. which will be discussed later in the meeting. Templin introduced Rhonda Fisher, the new EDC office manager and asked her to tell a little about herself.

V. EDC STAFF REPORTS

Fisher – Fisher reported she completed normal financial work and submitted claims for the Elder-Beerman property. Training is ongoing.

Lindsey – Lindsey reported she completed normal financial work with Rhonda. She stated they submitted two projects to the IEDC. Work on Find a Job Friday schedule continues. She also worked on BR|E projects with Shaffer and Mitchell. Began delivery of HiW talent recruitment boxes to local employers.

Doty – Doty reported the Marketing & Communication committee met on December 1st and discussed Hoosier Opportunity (HO) website and next steps. Doty states she is working with IronGate to target employers and their use of HiW website. This goes along with the distribution of the talent recruitment boxes. Doty is also working with IronGate on new concepts for the billboards along Interstate 70 by the industrial parks. The Gateway Industrial Park (GIP) billboard will be marketing HiW and the Midwest Industrial Park (MIP) billboard will be marketing available acreage in the park. Doty reported the HO dissolution is ongoing. Jay County will be

distributing a survey to their employers as their due diligence. This will determine the fate of the URL. Shaffer stated the EDC will redirect the URL to HiW if Jay County decides not to keep the URL. Doty reported the HiW photo of the week contest will become photo of the month for 2022.

Mitchell – Mitchell reported she completed a Norfolk & Southern demo with Shaffer. Mitchell is currently working with Ball State CAP students for studio work towards 3D renderings of available sites in MIP. This work will begin in Spring semester 2022. Zaleski asked about Blue Buffalo rail spur. Johnson stated she is unsure they will need the project with the transloading station in New Castle. Shaffer stated the developer she was working with for the transloading facility in Wayne County opted to purchase the short line from Connersville to New Castle and build the station there. Shaffer stated Blue Buffalo has until March 2022 to commit to the rail project to receive the 1M from the City.

Shaffer – Shaffer reported three new attraction projects and we hosted two site visits. Shaffer and Mitchell traveled to Dayton to participate in one of the visits. Shaffer reported projects Topper, Rollercoaster and Thankful are all build-to-suit projects and are still active. Shaffer reported that Hills Pet Nutrition did receive a tax abatement from the City. Shaffer reported the final READI presentation was Friday. She was a presenter and the group focused on the collaboration efforts. We should know by the end of the month if we are awarded funding. Shaffer reported we are a recipient of OCRA funding through the HELP program. We are in the last cohort, so we will not receive funding until 2023. Shaffer stated she is hopeful this will allow for the kinks to be worked out of the process to draw down funds.

VI. OTHER BUSINESS

a. Knoll, Kolger, Sowers & Metzger Agreement for Legal Services

Shaffer stated we renew our agreement with Sowers each December for the next year's legal services. We pay him a \$5,000 retainer in December and draw down from those funds before we receive statements for legal services. This contract includes the same hourly rate and provisions as previous years.

Motion by King, second by Zaleski 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 2022. Roll call. Motion carried.

b. 601 E. Main Street Sublease with Reid Health

Shaffer stated the EDC currently markets the Elder Beerman property and works with developers interested in the site. The City owns the property, and the County maintains the property through the Consolidated EDIT fund. The building is currently being utilized by Wayne County and the State of Indiana Health Departments for COVID vaccinations and testing. Reid Health has been using the PACE Center for their COVID infusion treatments. They can no longer utilize that facility, so the City has agreed to allow them to use a portion of the Elder Beerman facility. Shaffer stated this will be a month-to-month lease with rent of \$2,000.00 per month and a 30-day termination notice clause. Sowers stated Ron Cross, County attorney, drafted this agreement and included language about the rent being returned to the Consolidated EDIT fund. Butters stated the heat costs for the building are between \$6,000.00 and \$8,000.00 per month and we need to recoup a portion of those funds. Huth stated the infusions are designed to reduce hospitalizations by 70%. Huth stated the County infection rate is currently going up. The infusion space at the Reid campus allows for 8 – 10 per day and Huth feels the need is for 20 – 30 per day. Tanner asked about other tenants in the building. Huth stated the infusion area will have a dedicated entrance and Butters stated they will have separate restrooms.

Motion by Zaleski, second by Frame to accept the sublease agreement between the EDC of Wayne County and Reid Health. Roll call. Tanner abstained. Motion carried.

c. 2022 Meeting Schedule

Shaffer stated the 2022 meeting EDC meeting schedule is in the packet.

VII. ADJOURNMENT

Templin adjourned the meeting at 5:10 p.m.

NEXT BOARD MEETING – Monday January 10, 2022 at 4:00 p.m.

