

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, December 10, 2024**

**BOARD MEMBERS PRESENT:** Cenova, Foster, Gaddis, Johnson, King, Van Der Burgt, Zaleski

**BOARD MEMBERS VIRTUAL:** Bolser, Tanner, Turner

**BOARD MEMBERS ABSENT:** Fennimore, Robinson

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

**GUESTS PRESENT:** Kevin Slick – Town of Centerville  
George Sowers– EDC Counsel  
Millie Emery – Western Wayne News  
Mayor Ron Oler – City of Richmond  
Matt Keller – 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 4:01 p.m. on December 10, 2024.

**2. APPROVAL OF MINUTES**

**a. 2024 November Minutes**

Zaleski stated the minutes from November 4, 2024, board meeting need to be reviewed and approved. No corrections were noted.

*Motion to approve November 4, board minutes as presented by King and seconded by Gaddis. Roll Call.  
Motion carried.*

**3. TREASURER'S REPORT**

**a. 2024 November Financial Report**

King reviewed the Income Statement for the Economic Development Corporation of Wayne County, IN and reported that the EDC was under budget for the month by \$13,872.16 and under YTD by \$84,976.03. He stated the following Item# 3373 Programming & Consultation is over \$754.53 due to two payments to Opti-Vise in November.

*Motion to approve November financials as presented by Johnson and seconded by Foster. Roll Call.  
Motion carried.*

**b. Wayne County Blight Program Savings Account**

Shaffer reported that we would like to set up another savings account with Wayne Bank for the \$780K allocated for the Wayne County Blight program. This will keep funds separate from our Operating account and will function similar to our MakeMyMove Savings Account.

*Motion to approve the EDC to open another savings account with Wayne Bank for the Wayne County Blight Funds as presented by King and seconded by Johnson. Roll Call.  
Motion carried.*

#### **4. CHAIR'S REPORT**

##### **a. 2025 Proposed Slate of Officers**

Zaleski stated the 2025 Proposed Slate of Officer are as follows:

Chair – Jim Tanner  
Vice Chair – Peggy Cenova  
Secretary – Mike Gaddis  
Treasurer – Jim King

*Motion to close the 2025 Proposed Slate of Officers as presented by Foster and seconded by Johnson. Roll Call.  
Motion carried.*

*Motion to approve 2025 Proposed Slate of Officers as presented by Van Der Burgt and seconded by Foster. Roll Call.*

*Motion carried.*

#### **5. EDC STAFF REPORTS FOR NOVEMBER**

**Shaffer** – Shaffer stated the Vandor Corporation has exercised their option to purchase 1400 Industries Road and are now the new owners. Vandor has leased the third floor to Merchants Bank and will be using the entire first floor for Vandor's management personnel and the ground floor for their product showroom.

#### **6. Other Business**

##### **a. IronGate Creative Contract**

Doty gave an update on the Home in Wayne re-branding project led by IronGate Creative. We are ready to move into phase II of the project. The focus will be on refreshing our Home In Wayne website and new local photography. They presented us with an ala carte pricing structure. The photography portion will be \$4,500 and the website refresh is \$13,500 for a total of \$18,000. We would like to encumber \$18,000 from our 2024 budget to help stretch our 2025 marketing budget.

*Motion to approve the IronGate Creative contract and encumber \$18,000 of 2024 operating funds for payment in 2025 as presented by Cenova and seconded by Van Der Burgt. Roll Call.*

*Motion carried.*

##### **b. 2025 Brady Ware Engagement Letter**

Shaffer stated we received the 2025 Brady Ware Engagement letter with the cost in the amount of \$8,500 for our audit and 990 preparations for year ending December 31, 2024.

*Motion to approve the Brady Ware Engagement Letter as presented by King and seconded by Gaddis for 2025. Roll Call.*

*Motion carried.*

##### **c. First Merchants Resolution**

Shaffer reported the First Merchants Resolution states the EDC will make a Profit-Sharing Contribution to each of the eligible participants in an amount of 5% of compensation. The next section states the EDC will not make a matching contribution to the plan.

*Motion to approve the First Merchants Trust Resolution as presented by Johnson and seconded by King. Roll Call.*

*Motion carried.*

##### **d. Reynolds Service Tech Proposal**

Mitchell stated that we received 4 bids for the removal of the metal barn, a drive, and trees and brush from Round Barn Road property. The amount from Reynolds Service Tech's proposal was originally \$17,100, however, with the amount of asbestos that had to be removed there was an additional charge of \$5,307 added to the contract bringing the final total to \$22,907.50. We already have access to the building. The funding for this project will come from the City of Richmond and held in the Grant Administration account until the work is completed.

*Motion to approve the Reynolds Service Tech contract as presented by Gaddis and seconded by VanDerBurgt. Roll Call.*

*Motion carried.*

**e. 2024 Encumbrances**

Shaffer reviewed the 2024 Encumbrance spreadsheet with the group, stating for an item to be encumbered we must have a contract in place with the vendor. We are currently asking the board for approval to encumber \$18,000 for the IronGate Creative contract just approved, \$37,500 committed for the MakeMyMove program, and \$14,700 for Heartland Environmental Associates, Inc. for the pre-demolition asbestos inspection and hazardous waste surveys for Wayne County Blight Program. We must also continue to encumber \$2,050 for another 2023 IronGate Creative project not yet complete.

*Motion to approve the 2024 Encumbrances totaling \$70,200 as presented by Van Der Burgt and seconded by Cenova. Roll Call.*

*Motion carried.*

**f. EDIT Grant Qualifications Guidelines**

Shaffer reported we need to revisit our EDIT Grant Qualifications. We recently had some really great projects come up, one a local company and the other a new attraction project, that had just a few jobs that paid below the required qualification of \$18/hour, however, their average wage is well above the county average wage. The board discussed adding an option for the project to meet or exceed county average wage or that all jobs met the \$18/hour minimum wage. After a lengthy discussion and many suggestions the group agreed to revise the EDIT Grant Qualification Guidelines by adding the following:

“At the discretion of the EDC of Wayne County’s Board of Directors and based on the merits of a project, the Board may deviate from the grant qualifications listed in the EDIT Grant Qualifications Guidelines.” It was also decided that we would allow the staff to take additional time to make a recommendation regarding the wage threshold at a later date.

*Motion to approve the EDC adding the discretionary language outlined above to the EDIT Grant Qualifications Guidelines as presented by Johnson and seconded by Cenova. Roll Call.*

*Motion carried.*

**g. Centerville Funding Request**

Shaffer introduced Kevin Slick with the Town of Centerville to discuss their electrical upgrade project and the funds needed to proceed with the project. She said Centerville applied for and accepted a federal grant for \$744,633.68 grant and that Centerville needs assistance with obtaining the required \$285,440.42 match. They would like us to consider funding from the Consolidated EDIT Fund. This electrical upgrade is critical to the town’s ability to add new residential and business customers to their system. Kevin shared that this upgrade will bring their current 4KV system up to 12KV. They just raised rates due to a recent project and are hesitant to do so again as they are already above average. Shaffer reported that the EDC executive committee would like to recommend that we fund half of the needed match. Rounded up that would be \$143,000.

*Motion to approve \$143,000 from Consolidated EDIT to the Town of Centerville for their electrical upgrade project as presented by King and seconded by Johnson. Roll Call - Turner abstained from voting.*

*Motion carried.*

**h. READI 2.0 Public Match**

Shaffer reviewed the READI 2.0 LEI Blight Reduction and Redevelopment Project Bundle and stated for each project under consideration we must demonstrate that a 1:1 public match can be met. We have two projects being considered with a match of \$1.2M required for these projects to move forward. We are asking the EDC board of directors to approve \$600K from the Consolidated EDIT fund with the other half coming from Wayne County EDIT. Shaffer went on to explain the details of the projects to be funded.

*Motion to approve \$600,000 from Consolidated EDIT to fund these project match requirements as presented by Gaddis and seconded by Foster. Roll Call – King abstained from vote.*

Shaffer also reviewed the Intend Indiana’s Renew Landbank MOU with the group.

*Motion to approve Shaffer entering into the MOU with Intend Indiana’s Renew Landbank as presented by Foster and seconded by Cenova. Roll Call.*

*Motion carried.*

## 7. ADJOURNMENT

Zaleski adjourned the meeting at 5:26 p.m.

**NEXT BOARD MEETING – Monday, January 13, at 4:00 p.m.**

Agenda Items														
Board Member	Approval of November Minutes	Treasurer's Report for November	Wayne County Blight Program Savings Account	Close 2025 Proposed Slate of Officers	Approve 2025 Proposed Slate of Officers	IronGate Creative Contract for Phase II Photography & Website Refresh	Brady Ware Engagement Letter	First Merchants Resolution	Reynolds Service Tech Proposal	2024 Encumbrances	EDIT Grant Qualifications Guidelines	Centerville Funding Request	READI 2.0 Public Match	Enter into the MOU with Intend Indiana's Renew Landbank
Bolser	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Cenova	Y	Y	Y	Y	Y	1st	Y	Y	Y	2nd	2nd	Y	Y	2nd
Fennimore														
Foster	Y	2nd	Y	1st	2nd	Y	Y	Y	Y	Y	Y	Y	2nd	1st
Gaddis	2nd	Y	Y	Y	Y	Y	2nd	Y	1st	Y	Y	Y	1st	Y
Johnson	Y	1st	2nd	2nd	Y	Y	Y	1st	Y	Y	1st	2nd	Y	Y
King	1st	Y	1st	Y	Y	Y	1st	2nd	Y	Y	Y	1st	A	Y
Robinson														
Tanner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Turner	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y
Van Der Burgt	Y	Y	Y	Y	1st	2nd	Y	Y	2nd	1st	Y	Y	Y	Y
Zaleski	Y	Y	Y	Y	Y	Y	Y	Y	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