

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, February 4, 2013**

BOARD MEMBERS PRESENT: Ahaus, Clark, Cohen, Elzemeyer, Green, Hackman, Robinson, Warner, Witte

BOARD MEMBERS ABSENT: Guiley, Smith, Meredith

STAFF PRESENT: Shaffer, Doty, Geres

GUESTS PRESENT: Burns, Denny – Wayne County Commissioner
Oler, Ron – Richmond City Council
Plasterer, Jeff – Wayne County Council
Ronald, Louise – Palladium-Item
Sowers, George – Attorney for EDC

CALL TO ORDER

Board Chair Robinson 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, February 4, 2013, in the Richmond Room at Earlham College in Richmond, Indiana.

APPROVAL OF MINUTES

Robinson stated the minutes from the January 7th, 2013 board meeting were on pages 2 - 4 of the board packet and allowed time for the board to review them. *Motion by Witte, second by Green to approve the minutes from the January 7th, 2013 monthly Board of Directors meeting. Motion carried.*

TREASURER'S REPORT

Elzemeyer reported the treasurer's report could be found on page 5 of the board packet. He reported the current month actual was \$31,500 compared to \$37,500 budgeted. He noted there were a couple of items to review: legal services was over budget due to paying a retainer fee of \$5,000; utilities over budget due to error in payment and would have a credit next month; rent over due to paying both January and February; and dues over due to membership renewal. He stated as we go through the months, these line items will catch themselves up. Elzemeyer ran through the account summary as of January 31, 2103: Operating - \$137,897.08, Silver Eagle - \$76,924.57, Discretionary - \$65,262.57, Grant Administration - \$6,470.48, and Escrow - \$5,011.36. *Motion by Green, second by Clark to approve the January financial statement as presented. Motion carried.*

EDC STAFF REPORT

Shaffer – Shaffer introduced intern, Paul Hutchison, a senior at IU East who works full time at Ace, who would be working unpaid at the EDC Monday – Thursday from 3:30 p.m. to 5:30 p.m. Shaffer said Hutchison offered to use vacation days from Ace to attend meetings and other events. Shaffer stated Hutchison would be working on updating the sites and buildings database. Shaffer allowed Hutchison to say a few words about himself. Hutchison stated he was from Randolph County and moved to Wayne County when he started attending Indiana University East, that he'd taken a few economics courses above what was required, and is interested and excited to work at the EDC.

Shaffer reported the EDC is partnering with Wayne Dairy and the Indiana Clean Cities Coalition to organize an informational session to gauge local government and businesses interest in a local CNG fueling station. Shaffer stated Wayne Dairy opened one at their dairy in Orville, Ohio and is considering doing so at their dairy here. Shaffer stated compressed natural gas runs about \$1.50-\$2.00 cheaper than diesel. Having a CNG fueling station in Wayne County could be used as an attraction tool. The information session is set for 2 -4 pm on Wednesday,

February 27, 2013 in the Richmond Common Council Chambers.

Geres – Geres reported she had worked on a local contractor list requested by Sugar Creek Packing and Wayne County Area Chamber of Commerce's Buy Local committee. She had started with a list provided by the Chamber of Commerce and had added listings from the local phone book. Then she had worked with Danny Stamper and John Oberle to reduce the list to only include heavy commercial and industrial servicers and suppliers. The list was given to Sugar Creek Packing and will be posted on the EDC website. She also stated she would be working with Hutchison on updating the sites and buildings database.

Doty – Doty reported on her staff report as well as on the marketing committee update in the absence of committee chair Guiley. Doty reported on the rehab of the EDC website stating you wouldn't see much change in the form of design, but that it would become mobile compatible in which one site could be viewed on all devices. She is also working with Irongate Creative on redoing the logo for Valerie's blog. Now that we've come to the end of the 'first 60 days,' Valerie has decided to continue with the blog and it will now be titled, "From the desk of the President." Doty also reported on the Google analytics from the EDC website, comparing numbers from October before Valerie started as president and before the blogs to December, and page visits went from 361 to 727. The analytics show that the blogs are making a difference. Doty also reported on new social media platforms, that the EDC is creating a company page for Linked In and would be ready in the next few days. She attended a seminar that reiterated the purpose of social media is to drive traffic back to your website, and may be looking into creating a Twitter account to do just that. She reported on the Boost event, that she helped with registration and was a table host. She reported on progress with the farm lease, that once the total acreage to be farmed has been determined we'll be able to finalize and sign it. The City of Richmond has allowed lots 1-5 to be farmed and the farmer has been made aware of soil borings to be performed. The farmer expects to begin farming between April and May. Doty also reported she's been approached by the Palladium-Item about contributing a regular column in Maximum Business.

COMMITTEE REPORTS

A. Industrial Park – Committee chair Cohen reported the committee met last Thursday, January 24th, 2013 and had good attendance. The meeting was attended by members: Burns, Clark, Cohen, Foster, Hackman, Higinbotham, Turner, Warner, and Witte and staff: Shaffer, Doty, and Geres. He reported the committee overviewed the contractor list, and received an update on Sugar Creek. Sugar Creek has new signage at the park, will start the bid process for work on the plant between April and May, begin construction in June, and start production in July 2014 with full production in 2015-2016. Doty was requested to help find a grant to help fund the construction of the pre-treatment facility which will cost in excess of \$4 million, but was unable to do so. Cohen stated Higinbotham updated the committee on the sewer capacity at the GIP that levels will be under full capacity but there are concerns from the WWRSD board about future levels. He stated the committee also discussed adding more soil borings at the MIP Phase II site, but would defer details to the end of this meeting.

B. Finance – Committee chair Elzemeyer reported the finance committee also met on January 24th, 2013 and reviewed the GL and January financial report, discussed closing the escrow account at Wayne Bank, closing the grant admin account at First Bank, and opening a grant admin savings account at Wayne Bank. The committee also discussed the process of generating 1099's and that there would be a slight modification going forward and discussed the scheduling of future meetings.

C. Executive – Robinson reported the executive committee also met on January 24th, 2013. The committee had a great conversation with Jeff Plasterer and Peter Zaleski concerning the implementation of the comprehensive plan. The committee also discussed resolutions needed from First Merchant's Trust concerning the staff's 403(b)'s, proposed EDIT grant requirements, EDIT contract updates – that the commissioners would open up negotiations with the other towns, the impact of Richmond's decision to only fund 25% of their EDIT contribution, and increasing the soil borings in the MIP from 21 to 38. She stated the meeting was a long one, adjourning at 6:20 p.m.

Hackman questioned where the mayor stood in regards to signing the contract with the county. Commissioner Burns stated the contract has not been signed yet, that he would allow 2-3 weeks after the Chamber of Commerce took a stand against the 25% contribution in favor of the normal 50% contribution to begin negotiations again. Ahaus questioned if the lesser contribution would mean the city would lose their board appointments. Shaffer stated the by-laws did allow for a re-evaluation of board appointments.

OTHER BUSINESS

A. Resolutions to open/close banking accounts

Resolution to close the First Bank Grant Administration account and open a Grant Administration savings account at Wayne Bank due to lack of activity was presented to the board for approval. *Motion by Green, second by Hackman to approve resolution. Motion carried.* Resolution to close the escrow account at Wayne Bank was presented to the board for approval. This account has a zero balance due to returning funds to the Consolidated EDIT Fund. *Motion by Green, second by Hackman to approve this resolution. Motion carried.*

B. First Merchant's Trust 403(b) Resolutions

The First Merchant's Trust 403(b) resolutions were presented to the board for approval. Shaffer stated these were annual resolutions required by First Merchants. *Motion by Green, second by Ahaus to approve the first resolution stating the EDC will not make a matching contribution to the plan. Elzemeyer abstained. Motion carried. Motion by Green, second by Warner to approve the second resolution stating the EDC will make a contribution of 5% salary to the plan. Elzemeyer abstained. Motion carried.*

C. Discussion on proposed EDIT grant policy

Shaffer stated the EDC has not had any qualifications in the past to provide any guidance in approving EDIT applications and that going forward something is needed to protect the consolidated funds to be used for job creation. Shaffer submitted a proposal that companies should meet three of the four qualifications: organization is creating 10 full-time jobs, minimum starting wage for each new hire is \$10/hour excluding benefits, minimum investment of \$500,000, and/or training grant requests funds programs that provide Wayne County residents with certifications and/or transferrable skill sets as determined by the EDC Board of Directors. The board discussed changing the fourth qualification to require the business to be in Wayne County, that not all employees of Wayne County business are necessarily Wayne County residents. Shaffer stated meeting 3 of the 4 would give the EDC flexibility and she would discuss this new policy more in depth with the commissioners on Wednesday, and then potentially bring it back to the board at the next meeting.

Secondly, Shaffer presented a revised EDIT grant compliance form and requested feedback. The board held a lengthy discussion on this topic, and it was ultimately decided to request the number of employees, not names due to privacy issues and that the EDC should request the number of employees before the project was initiated and a copy of the W-3 form for the year immediately preceding the grant application at the time the EDIT application is submitted rather than later when they are completing the compliance form.

D. MIP Geotechnical Investigation

Shaffer reported last month the board had approved a contract for 21 soil borings on lots 1-5 of phase II of the MIP at a cost of \$7,400 to be encumbered from the 2012 discretionary account. She stated that after working with Project Moon and them expressing interest in the northern most section of phase II because of the rail access she realized the potential in marketing all 166 acres of phase II, not just lots 1-5. The new contract is for 38 borings at an additional \$6,100 for a total of \$13,500. The Industrial Park committee recommended going forth with the new contract. After speaking to Commissioner Burns, he stated the commissioners would be willing to approve the \$6,100 to come out of the consolidated EDIT fund. Rather than submitting an EDIT application, the treasures office said to just submit a claim voucher. *Motion by Green, second by Hackman to propose to move forward with the new contract for 38 soil borings. Motion carried.*

ADJOURNMENT

Robinson thanked everyone for attending and adjourned the meeting at 4:54 p.m.

**NEXT BOARD MEETING – 4:00 p.m. on Monday, March 4, 2013,
Earlham College, Bolling Center, Richmond Room, Richmond, Indiana**