

ECONOMIC DEVELOPMENT CORPORATION OF WAYNE COUNTY, INDIANA

Board Meeting Minutes Monday, December 3, 2007

Board Members Present: Baumgartner, Chamness, Hackman, Harris, Holman, Jackson, Keep, Kem, Powell, Veramallay, and Zetzl

Board Members Absent: Semler

Staff Present: Dinkle, Doty, Ducey, Hansen and Shaffer

Guests Present: Bob Ciprietti – Really Cool Foods
Dick Hamm - Past Chairman
Mary Heyob - President, Wayne County Commissioners
Tim Lakeoff – Lakeoff Construction
Jeff Lane - *WQLK*
Theresa Lindsey – Really Cool Foods
Chris Nolte - *WKBV*
Dianna Pappin - President, Richmond Common Council
Jeff Plasterer - Wayne County Council
Karl Sharp - Member, Richmond Common Council
George Sowers - EDC Legal Council

CALL TO ORDER

Board Chairman John Zetzl called the Board of Directors meeting for the Economic Development Corporation of Wayne County, Indiana to order at 4:02 p.m. on Monday, December 3, 2007 at the Friends Fellowship Community Room located in Richmond, Indiana. Zetzl then gave a highlight of the past year's successes for the Economic Development Corporation.

APPROVAL OF MINUTES

Motion by Chamness, second by Veramallay to approve the minutes from the November 5, 2007 monthly Board of Directors meeting. **Motion carried.**

TREASURER'S REPORT

A. November Financial Statement

Harris reported the Economic Development Corporation is under budget by \$19,828.39 for the month of November and \$29,287.62 for the year of 2007. Current month actual was \$34,417.28 compared to a budget of \$54,245.67 and the year-to-date actual is \$567,414.75 compared to the budget of \$596,702.37.

Motion by Kem, second by Powell to approve the report as presented. **Motion carried.**

B. Transfer of Funds

Motion by Harris, second by Jackson to approve the following transfers that do not require commissioner's approval: Transfer \$300.00 from "3323 - Travel, Lodging and Meals" to "3368 - Outside Services", \$4,000.00 from "3323 - Travel, Lodging and Meals" to "3381 - Dues / Subscriptions / Fees", \$7,000.00 from "3312 - Legal Services" to "3392 - Advertising and P.R.", and \$10,000.00 from "3323 - Travel, Lodging and Meals" to "3392 - Advertising and P.R.". Harris noted that the transfers into fund 3323 are for additional advertising to be discussed by Chamness. **Motion carried.** Harris also reported that another transfer is needed for employee performance bonuses. **Motion by Harris, second by**

Chamness to approve the following transfer that does require commissioner approval: Transfer \$6,000.00 from “3389 - Staff Training / Education” to “1001 – Salaries.” **Motion Carried.**

EDC REPORTS

A. President’s Report

Dinkle reported that Senator Frank Fahrenkopf, the co-chairman and co-founder of the Commission on Presidential Debates called with a nice message thanking the volunteers, steering committee, and community members who helped efforts to land a presidential or vice-presidential debate in Richmond, Indiana. Dinkle noted the free media coverage we earned through the process was well worth our effort. Dinkle stated that staff reviews have been completed as well as the new employee handbook. Next he covered his trip to Chicago with Shaffer as part of IMPA’s mystery shopper program. Jim had agreed to the program in December 2006 and upon receiving the mystery shopper RFI, we completed it not knowing that it was the mystery shopper. Jerry Sztatan’s opening comments was that the RFI was an excellent response. Doty completed her CDBG recertification and scored a 95%. We have recently been notified that Project Blaze, which has been an open project since December 4th, has been shelved.

B. Projects Update

Shaffer reported that there was 1 new project in November called Project Care, a customer care call center looking for a 10 year lease on an existing building. An RFI was completed for a building in Richmond. To date 5 retail recruitment packages from the Buxton top 20 match list have been mailed out and follow-up calls will be made shortly. On November 19th Shaffer was a guest speaker at the Indiana Society of Professional Engineers along with Denny Burns and Rich Cody of the debate steering committee. Shaffer went over the process of completing the debate application and preparing for the site visit and Denny and Rich discussed the technical aspects of fulfilling the requirements. She then noted that her trip to Chicago with Dinkle was very insightful. They learned tips in responding to RFIs in the future.

C. Business Retention and Expansion

Hansen talked about a meeting at city hall in regards to green building and noted that this could be a new market for Hagerstown. A seminar conducted by the Cope Environmental Center indicated that there is in fact an interest in the green building process. From this it was determined that the EDC could help contractors find resources and suppliers for such construction. This initiative will create a new market locally and in return create more jobs with land developers, contractors, architects, and designers. This could be an example of economic gardening if the contractors are able to buy from local suppliers.

D. Community Development

Doty reported that she attended a meeting with Cambridge City to revisit the South Washington septic systems project. She noted that the Cambridge City council faces problems with their debt service. Doty then stated that she spoke to the Lions Club about the equine industry in November. She was also involved in obtaining the one million dollar INDOT grant will fund the Cardinal Greenway from Webster to Williamsburg. The Cambridge City and Milton planning grants are going forward. Milton is interviewing engineering firms and rate consultants this week.

E. Life Sciences

Ducey elated that she met with Roy Budd of Energize East Central Indiana about an RFP for a Life Science facility and Roy suggested to only carry out a feasibility study for now. Dinkle and Zetzl had then identified another company to send an RFP to in regards to this study. Ducey reported that she and Dinkle developed a work scope for 2008 as she will be a part time EDC employee at that time. She then indicated that AQUmed is now operating with two employees and hope to hire two more shortly.

COMMITTEE REPORTS

A. Finance - Harris stated that the committee discussed fund transfers, the 2008 budget and EDIT applications.

B. Personnel - Zetzl indicated that the committee received the final version of the employee handbook and then reviewed and approved the annual staff review form. He also covered the two EDIT

applications and the recently implemented website tracking which displays traffic information on the EDC website.

C. Marketing Committee - Chamness reported that Jim Walton updated our branding and logo and covered two new publications that the EDC will advertise in; United Hemispheres Magazine and CoreNet Global's Leader Magazine geared toward corporate brokers. The EDC would like to prepay for advertisements in those magazines as well as purchase an Exhibit House display for tradeshow. **Motion by Chamness, second by Jackson** to approve the pre-purchase of 2 United Hemispheres advertisements, 6 CoreNet Global advertisements and an Exhibit House display for a total of \$47,000. **Motion Carried.**

D. Industrial Park – Zetzl stated that the committee discussed the potential electrical substation on the Really Cool Foods site. Suzie Dungan came from WWRSD to discuss the capacity at IGIP which is 170,000 gpd. Only 30 gpd is currently being used and Really Cool Foods anticipates using 30 gpd in its first phase. They are actively looking at options for the future. Zetzl also covered adjoining land zoning structures at IGIP, google analytics, and EDIT applications.

E. Executive Committee – Zetzl reported that the committee met with Rick Leibowitz of the SBDC who was garnering support for a counselor in Richmond. The EDC supports that but Ivy Tech will host the organization, not the EDC. The committee also discussed the advertisements, EDIT applications, the life science work scope, potential staff bonus disbursement, and the incentive task force. He related that in the last incentive task force meeting, Katz Sapper & Miller came to talk about state incentives in comparison to local incentives.

OTHER BUSINESS

A. EDIT Application 07-100 - Zetzl noted that Autocar is requesting \$10,260 for a training grant which is a match to the state's funding. **Motion by Hackman, second by Powell** to approve *EDIT application 07-100 for \$10,260 funding for Autocar LLC to be paid out of the discretionary fund.* **Motion Carried.** Harris was not present when the motion was made.

B. EDIT Application 07-101 – Zetzl stated that EDIT Application 07-101 calls for \$120,000 in order for Cambridge City Water Works to extend the 12" water line for Really Cool Food's connection. Cambridge City has been subsidizing the IGIP infrastructure; however they do not have much funding. **Motion by Kem, second by Veramallay** to approve *EDIT application 07-101 and to recommend that payment is made from the consolidated EDIT fund.* **Motion Carried.**

C. 2008 Slate of Officers - Holman read that the nominating committee recommends the 2008 slate of officers to be:

- Joe Chamness - Chair
- Jeff Jackson - Vice Chair
- Gary Hackman - Secretary
- Bob Powell - Treasurer

After hearing no further nominations from the floor, a motion to close the nomination process was made.

Motion by Baumgartner, second by Holman. **Motion Carried.**

Motion by Baumgartner, second by Kem to approve *slate of officers as presented by Holman.* **Motion Carried.**

ADJOURNMENT

Prior to adjournment Zetzl noted that this would be Harris' last meeting on the board of directors and thanked him for his efforts on the board. The meeting was adjourned at 4:54p.m.

NEXT BOARD MEETING– 4:00 p.m. on Monday, January 7th at Ivy Tech Community College in McDaniel Hall, Room #1147 located at 2327 Chester Blvd., Richmond.