

Wyandot County Office of Economic Development

BOARD MEETING MINUTES **Monday, January 11, 2021** **Vaughn Industries Training Room, Carey**

Attendees: John Barnes, Andy Bishop, Cassie Miller, Sarah Lehnhart, Lenny Clouse, Joe Faine, Amanda Fleming, Doug Frisch, Frank Gibson, Rex Grasz, Brian Kimmel, Kurt Kimmel, Kyle McColly, Rob McClure, Greg Moon, Jessica Moon, Sara Pahl, Shawn Stober, Tim Vaughn, Paul Wagner

Meeting Called to Order by President, Greg Knestrick at 4:00 pm.

Approval of Meeting Minutes

- Tim Vaughn made a motion to approve the September 14, 2020 meeting minutes and Lenny Clouse seconded the motion. The minutes were approved unanimously by way of voice vote.

Financial Update

- Sara Pahl reported the financials were in order, and that due to decreased expenses as well as unplanned income last year, the year had closed with over \$28,000 in net income. Amanda made a motion to accept the financials report and Cassie Miller seconded the motion. The financial report was then unanimously accepted by way of voice vote.

Old Business

- Wyandot Improvement Network ("WIN")
 - Greg reported the new umbrella entity had combined the 2021 membership billing in November with the Wyandot Chamber into one mailing for shared members, and that all invoices included a \$25 voluntary WIN.
 - Sara noted that the contribution rate was near 90% from WCOED members. Greg explained between the ED and the Chamber, these contributions should total about \$7,000 for the WIN.
 - Greg and Jason Eibling have been working with Jenn Rathburn to identify grant opportunities, and the next significant effort the WIN will pursue will be to restart the community branding process.

- Initially the Village, City, and County were planning to split the cost of this project, but due to the ongoing effects of COVID the WIN will be combining more funding sources to make it possible.
 - Outreach is currently happening to the top branding 2 consultants that submitted proposals, and the WIN is requesting the project be done in phases so it can pay as we go.
 - This will allow us to get the project underway, and give time as all the funds needed are secured.
 - Greg also shared that the Downtown Market Area Analysis for both Carey and Upper Sandusky were in the draft phase.
 - A community assessment tour, or a walkthrough of the downtown area, was completed in Upper Sandusky, which inventoried properties available as well as different needs and opportunities. Greg then coupled those findings with actual demographic and market data for the defined areas to draw findings and conclusions.
 - Both of these reports are awaiting finalization before being released. The WIN wants to make sure stakeholders from each of the communities had time to review.
 - Once completed, hopefully by the end of February, they will be shared with the WCOED as well as widely within the county.
- Project Updates
 - Sheriden Subdivision
 - John Barnes shared an update on the Villas at Sheriden
 - The 16 duplexes, or 32 units, include 24 – two bedroom and 8 – single bedroom (970 sq. ft.) unites.
 - Each unit features kitchen appliances, a two car garage, and zero entry.
 - Utility infrastructure is currently under construction for the project.
 - John noted the waiting list is already filling up with people currently from Delaware to Tiffin.
 - Koehler Trust Property Development
 - Greg shared an update on the 146 acre property on the north end of Upper Sandusky, which is planned as the “phase 2” of the Columbus-Toledo Midway Industrial Park..
 - Kyle added that the City of Upper Sandusky approved bidding out the work in early December, and the final bid came back in well under estimate at \$280,000. Work on the project began last week, and is expected to take around 40 days.
 - Greg added that AEP reimbursed the WCOED for a Phase 1 environmental site assessment late last year (valued at \$4,900), and was completed with no adverse findings.
 - This allowed Greg to move the project into the Ohio Sites Inventory Program of JobsOhio. JobsOhio responded that it wanted to cover the remaining site due diligence studies needed to make this a state certified development site.

No other nominations were made, and the motion was passed unanimously by way of voice vote.

- 2021 Budget Approval
 - Greg and Sara provided a brief overview of the proposed 2021 budget that was shared with the membership. It was noted that the projected expenses were based on the previous 3 years' actual expenses, and there were no major revisions to any of the line items from 2020.
 - Lenny made a motion to approve the budget as presented, and John Barnes seconded. The motion was then approved unanimously by way of voice vote.
- New Members
 - Greg announced that Freedom Caregivers joined as a gold level member, and would be represented by company president Jason Eibling.
 - AEP Ohio also rejoined the organization at a silver level status, and will most likely be represented by John Recker.
- Upper Sandusky Planning & Zoning
 - Greg explained that Dave Westbrook, the current planning and zoning administrator for the City, is retiring at the end of February.
 - Since learning of this, there have been discussions between the City and County about the possibility of Wyandot Regional Planning assuming those responsibilities.
 - This would be a contractual relationship between the City and County, which Greg believes he and Elaine do have the ability to take on.
 - The contract would be able to be terminated within a couple months if the workload was much greater than anticipated
 - Greg and Kyle explained some of the advantages of Regional Planning, Economic Development, and City Planning and Zoning operating out of the same office. Among other things:
 - It would provide a cost effective solution for the City,
 - More efficiency for business development (many services under one office, and
 - Economic Development would have firsthand knowledge of activity within the City.
 - Greg wanted to make sure the WCOED Board did not have any hesitation or opposition to this proposed agreement before pursuing it further, and the consensus from those that provided comments was that it made sense.
 - *****EXECUTIVE COMMITTEE VOTE***:**
 - Following the meeting, Jessica Moon, Esq., advised that the organization may want to take a formal vote for approval on the matter. Even though the WCOED will not be allocating additional funds or directly entering into a new contract, a portion of its Executive Director's time will be consumed by these new duties.

- offset some of the cost of needed electrical infrastructure for the project.
- One of the other projects; which would involve for 52 new jobs, \$2.3 million in new annual payroll, and \$10.8 million in capital investment, is going before JobsOhio this week, and an offer letter is expected to be generated by week end.
 - Between all 5 of these projects covered, if all would come to fruition, we are looking at a total of over 125 new jobs, \$4.8 million in annual payroll, and \$25 million in capital investment.
- Upper Sandusky Schools Business Advisory Council
 - Laurie Vent has retired, and interim Superintendent Bruce Gast was invited to join our meeting to continue filling the BAC requirement for Upper Sandusky Schools.
 - Bruce had a conflicting meeting, but Greg noted he would be meeting Bruce later in the week to discuss the schools' ongoing involvement in the group.
 - Miscellaneous Items
 - Paul Kalmbach Appointment
 - Greg noted the appointment of Paul Kalmbach on Nov. 9th to the JobsOhio nine member Board of Directors.
 - It is significant to have a local business leader on that board, and will be a great connection for Wyandot County to the state level economic development organization.
 - Custom Glass Solutions Apprenticeship Grant
 - Greg also recapped the efforts by Custom Glass Solutions to develop a new training program that will lead to upskilling and apprenticeships for hundreds of its workers. The WCOED has been involved with many others since early 2020 and helped to advocate for the comprehensive program they put together.
 - In mid-November, it was announced CGS was awarded \$375,000 from the Incumbent Worker Training Program to occur through Set. 30th. The program is being funded by OMJ Seneca County, OMJ Wyandot County, and the Greater Ohio Workforce Board.

Updates were then given from each WCOED member on their respective organization.

Adjourn

- Lenny Clouse made a motion to adjourn the meeting and a second was made by Tim Vaughn. Meeting was adjourned.