

April 13,2022
11:00 AM
PLAINFIELD EID CORP MEETING

CONSENT AGENDA

Welcoming / Quorum

Consent Agenda Approval

Grant Goldman

Financial Committee Recommendations
Financial Statements
Financial Review

Marc Armstrong/ Bill Kirkoff

Business

Grant Goldman

Reports and Updates

Grant Goldman

CIRTA

Marketing

Recommendations

Town

Other

Cinda Kelley/ Todd Cook/
Andrew Klinger

Public

Next Meeting

Adjourn

**PLAINFIELD ECONOMIC IMPROVEMENT DISTRICT BOARD OF DIRECTORS MEETING
January 19, 2022**

The Board of Directors for the Plainfield Economic Improvement District (EID) Corporation held a public board meeting at 11:00AM on January 19th, 2022, at the Yeager Office Suites of Plainfield, 2680 E Main St, in Plainfield. In addition, members and community partners were invited to participate via a Zoom teleconference if they were unable to attend in person.

Board Attending (virtually):

Vice President: Jill Evans
Treasurer: Marc Armstrong
Secretary: Paige Bauernfeind
Director: Bill Kirchoff

Board Absent:

President: Grant Goldman
Director: Carissa Clark

Members attending (virtually):

Town of Plainfield: Todd Cook

Others attending (in person):

Vendors:
Kelley & Associates: Cinda Kelley
Kelley & Associates: Jaimie Johnson
CIRTA: John Seber
CIRTA: Mohammad Khan

Others attending (virtually):

Vendors:
Alliance ProAdvisors: Kate LeGrand
INZone: Vanessa Smith

At 11:04 AM a quorum was established. Vice President, Jill Evans welcomes everyone and presents the **meeting minutes** from the meeting held on October 6, 2021. No comments by the Board. Paige Bauernfeind moves to approve the meeting minutes and Marc Armstrong seconds. All approve.

Financial Committee:

Financial Statements: Marc Armstrong presents the financial statements. Armstrong says that the year-end financials are close to final, with only a few adjustments that still need to be made with the accruals. Cinda Kelley informs the Board that she is working through an internal audit

of payments received from The Town. Bill Kirchoff asks what the recourse is for Owners that have outstanding payments due to the EID. Kelley confirms that the recourse is similar to as if an Owner has outstanding Real Estate Tax payments; it will be a lien on the property. Armstrong informs the Board that the 2021 year-end cash position is positive. Jill Evans motions to accept the financial statements as presented and Paige Bauernfeind seconds. All approve. Payment Policy Discussion: Marc Armstrong informs the Board that trying to coordinate check signors can be challenging. Kate LeGrand informs the Board that she has spoken with a Bank about ACH payment options; which can be set up and the signor would login to the website to electronically approve the payment. There is an additional cost for this service, which is approximately \$40-\$50 per month and approximately \$0.35 per transaction. Cinda Kelley mentions that the Board's current Policy & Control Procedures would be slightly changed with transitioning to the ACH payment method. Jill Evans makes a motion to allow virtual/electronic signatures for payments and the change of the Board's current Policy & Control Procedures, as needed. Paige Bauernfeind seconds. All approve. Additionally, Cinda Kelley informs the Board that she will be changing the billing frequency for Kelley & Associates moving forward, which will be on a fixed monthly rate versus billing based on an hourly rate each month. No concerns with this from the Board.

Business:

2021 Annual Report: Cinda Kelley mentions that she has to add the updated financial reports to the final 2021 Annual Report. Marc Armstrong motions to approve the 2021 Annual Report and Jill Evans seconds. All approve. Cinda Kelley will submit the 2021 Annual Report to The Town prior to the deadline of February 1, 2022.

2022 Board of Directors: Jill Evans motions to recommend Grant Goldman to serve as the President and Bill Kirchoff seconds. All approve. Jill Evans nominates Marc Armstrong to serve as the Treasurer and Paige Bauernfeind seconds. All approve. Jill Evans nominates Paige Bauernfeind to serve as the Secretary and Marc Armstrong seconds. All approve. Paige Bauernfeind nominates Jill Evans to serve as the Vice President and Marc Armstrong seconds. All approve.

Reports & Updates:

CIRTA: John Seber informs the Board that CIRTA's new and re-vamped bus service schedule is in effect and that CIRTA has recognized a slight improvement in ridership. There was a spike in ridership in August 2021, which Seber believes to be due to an influx of interviews and hiring events at businesses within the EID. Seber informs the Board that Amazon requested the approved specs and design for the EID's bus shelter. Amazon proceeded with installing a bus shelter near their facility and donated it to the EID. Cinda Kelley will work on adding this additional shelter to the ongoing maintenance contract with Brightview and to the insurance policy with State Farm. Seber explains that CIRTA meets with Miller Transportation monthly to review performance and inform them of any issues with service. There has been one minor change to the bus schedule to offer another service time in the morning, which has been requested by riders. Adjustments will be implemented and there will be no additional fees for this.

Marketing: Jaime Johnson reviews the 2021 year-end highlights that are listed in the Plainfield EID Marketing Report. Johnson informs the Board that after September 2021, the number of Facebook users significantly dropped, which Johnson correlates to Apples' change in privacy security. Johnson continues to meet with Facebook to make sure we are getting the best visibility and value on the investment. Johnson will continue to monitor and make recommendations to the Board, as may be necessary.

Other Business:

INZone: Cinda Kelley introduces Vanessa Smith with INZone. The Consent Agenda includes a link to access more information on INZone and to find Smith's contact information. Smith mentions that companies that may be interested in the partnership INZone will complete a free feasibility analysis for the company. Kelley believes that INZone could be a good retention and attraction measure for companies within the EID. Kelley asks Smith to provide a list of companies that INZone has identified as possible candidates, so Kelley can assist with providing contact information and/or introductions.

Plainfield Workforce Campus Discussions & Plainfield Childcare Opportunities: Cinda Kelley provided additional information in the packet of materials for the meeting. The Plainfield Workforce Campus is a proposed development on Airtech Parkway, adjacent to the fire station. Todd Cook mentions that the daycare component of this is an important piece as well. Kelley informs the Board about Family Promise. Family Promise is currently working with approximately 24 families to get assistance with childcare. However, space is a large obstacle, both availability and costs. Family Promise is currently working with a church in Plainfield and are doing a childcare program out of this space. Family Promise told Kelley that a majority of these families they are supporting are those that are working at the warehouses in Plainfield. Bill Kirchoff raises a question of concern about the zoning code for the area and believes that the team working on the Plainfield Workforce Campus development should be working with the Town as soon as possible to start these zoning discussions before they get too far down the road. Kelley agrees that these projects could possibly address some of the EID's concerns of affordable/attainable housing and the lack of childcare in the area. Kelley confirms that there are no specific requests from the EID at this time. Kelley will continue to monitor the progress of these projects.

Public Comments: Jill Evans opens the meeting for public comment at 12:00pm. **None.** Public Comments closed at 12:00pm.

The next Plainfield EID Board Meeting will be held on either April 13th or April 27th, 2022, at 11:00am. In-person and tele-conference options will be available.
Jill Evans adjourns the meeting at 12:03pm.