

**Northeast Indiana Regional Development Authority (RDA)**  
**Meeting Minutes**  
**8/16/16**

The meeting was held at 2:00PM at the Huntington City-Township Library located at 255 W. Park Dr., Huntington, IN.

---

**Attendance**

Brad Bishop, Andrew Briggs, Gene Donaghy, Bob Marshall, Jeff Turner

**Staff**

Michael Galbraith, Jaclyn Goldsborough, Amy Hesting, John Stafford, Alan Tio, Erin Whittle

**Call to Order and Introductions**

Jeff Turner

Jeff Turner welcomed everyone to the Northeast Indiana RDA Development Board meeting.

**Approval of Minutes**

Jeff Turner

Jeff Turner asked for a motion to approve the minutes from the July 19, 2016 board meeting. **Gene Donaghy motioned, Bob Marshall seconded and the July 19, 2016 minutes were unanimously approved.**

**Open Road to One Million Projects**

Jeff Turner

Little River Trail—Jeff Turner asked for a motion to take the Little River Trail off the table for discussion. **Brad Bishop motioned, Bob Marshall seconded and the motion was unanimously approved.** The board discussed the regional nature of the trail and the importance of its place in a network. Michael Galbraith pointed out that the original application was amended from \$266,000 to \$255,748 (20% of the project). Jeff Turner asked for a motion to approve the application for the Little River Trail. **Brad Bishop motioned, Bob Marshall approved and the Little River Trail application was approved.**

Great Lakes Capital - Skyline Project: IEDC has approved the requested \$2.8 million; negotiation of the sub-recipient agreement is still in process.

University of Saint Francis: IEDC has approved the requested \$2.8 million & the RDA board is awaiting a response from Trine regarding the sub-recipient agreement.

Trine University: IEDC has approved the request of \$2.8 million and the RDA board is awaiting a response from Trine regarding the sub-recipient agreement.

Embassy Theatre-Indiana Hotel Renovation: The RDA has approved the \$1.75 million request and is awaiting a decision from the IEDC.

DeKalb County YMCA—Youth Development Complex : The RDA has approved the \$947,000 request and is awaiting a decision from the IEDC.

**Presentation: Manchester Early Learning Center**

Jim Chinworth & Jim Smith

Jim Chinworth, Jim Smith and several partners and stakeholders provided an overview of the Manchester Early Learning Center project. The total cost of the project is \$2,602,451. The Manchester Early Learning Center is requesting \$520,000 (20%) in RCI funds. **Brad Bishop made a motion to take under advisement, Andrew Briggs seconded and the Manchester Early Learning Center was unanimously approved to be taken under advisement.**

### **RCI Fund Deposits**

Erin Whittle

Skyline, USF & Trine checks from the IEDC have been deposited into Star Bank. The board discussed whether or not to establish separate project and administration accounts. Erin suggested that a COD or money market account would be the best options. In addition, Erin will provide recommendations to the board about how to best invest the money.

**Andrew Briggs moved that the board start a new money market account with Star Bank, Bob Marshall seconded and the motion was unanimously approved.**

### **2016 NEI RDA Operating Budget**

Michael Galbraith

No changes to the proposed NEI RDA operating budget at this time.

### **Fee-For-Services Agreement with NEIRP**

Michael Galbraith

The proposed Fee-For-Service Agreement with NEIRP was submitted to the board for review. \$25,000 is being requested for the first two quarters and \$125,000 for the last two quarters of 2016. Mike will work up a projection of administrative costs over time to determine how that will impact the RCI budget moving forward. Jeff asked for a motion to approve the Fee-For-Service Agreement. **Bob Marshall motioned, Andrew Briggs seconded and the motion was unanimously approved.**

### **Claims**

Jeff Turner & Erin Whittle

Jeff Turner requested a motion to approve the invoices for Carson Boxberger and Northeast Indiana Regional Partnership expenses as of year to date. **Bob Marshall motioned, Gene Donaghy seconded and the claims were unanimously approved.**

### **Project Evaluation Rubric**

Michael Galbraith

A draft of the Project Evaluation Rubric was distributed to the board for review. The draft proposes that each board member score each submitted based on nine measures of importance and nine measures of impact. The scores would then be aggregated to make decision making as fair as possible. The board will review and discuss at a future board meeting.

### **Adjournment**

Jeff Turner

With no further business to discuss, Jeff Turner asked for a motion to adjourn the meeting. **Bob Marshall motioned, Andrew Briggs seconded and the meeting was adjourned.**

Submitted: Gene Donaghy, Secretary