

Iron County Economic Partnership

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DRAFT Minutes

Iron County Economic Partnership Board of Directors

April 10, 2014

Quad County Fire Protection District Firehouse, Viburnum, MO

1. The regular meeting of the Board of Directors was called to order by B. Matt at 5:31 pm. T. Sappington read the statement of purpose.
2. Directors T. Sappington, B. Matt, M.B. Brewer, and N. McKie were present.
3. B. Parker, K. Perry, D. Atkins, B. Lourwood, and C. Kelsheimer were also present in the audience.
4. Amended minutes of the March 13, 2014 meetings of the Board of Directors were adopted unanimously by vote of the Board. T. Sappington requested that the minutes be edited to reflect the following: 1) on item 19 that D. Barzowski, according to bylaws, casts tie-breaking votes, 2) delete "to" between "will" and "identify" in item 22, 3) in item 23, correct the misspelling of "municipalities'."
5. K. Perry reported that ICTSF had a checking account balance in Great Southern at the end of March 2014 was \$53,316.43. The value of the Investment account ending 4830 at the end of March was \$2,700,241.20. The value of the Investment account ending 5550 at the end of March was \$1,051,758.04. ICTSF's Total Liabilities and Net Assets = \$3,805,315.67. ICTSF spent 11,737.80 in March.

The March treasurer's report was adopted unanimously after a motion by T.Sappington which was seconded by M. B. Brewer. The Board reviewed and adopted the investment account printout from Edward Jones showing the account values and transactions.

6. K. Perry presented accounts payable for April, which included a \$1,400 invoice from K. Perry for contracted services as Executive Director, a \$481.71 expense claim from K. Perry for cell phone bill, invitations, postage and Thee Abbey, a \$406.75 invoice (#34940) from Thurman Shinn & Co. for accounting services, a \$253.12 expense claim from B. Matt for mileage. ACTION: The Board directed K. Perry to use a standardized expense claim form in the future. No action was authorized. All bill payments were authorized under previous action by the Board.
7. Following discussion, the Board authorized B. Matt to sign the Form 990 tax filing presented by K. Perry with the indication that the corporation's name has changed from Iron Count Taum Sauk Fund to Iron County Economic Partnership. The motion was made by M.B. Brewer, seconded by N. McKie.
8. The Board directed K. Perry to set up a P.O. Box or mailing address that can be maintained consistently over time, even if the office of Secretary is occupied by different people over time.

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9. Following a motion by T. Sappington, the Board unanimously authorized K. Perry to engage Maloney Wright & Robbins to conduct an Accountant's Review of 2013. He is authorized to sign an engagement letter and provide information MWR needs to do the review.
10. C. Kelsheimer updated the Board on the Amtrak project. An email from MODOT seems to indicate that the Memorandum of Understanding is ok. The engineering design firm is waiting for the ok from MODOT. Right of Way design plans and survey of flood plain are still needed. A proposal for \$31,000 in services not included in the MODOT grant has been offered by the engineers. The insurance premium needs to be paid by Our Town Tomorrow. A maintenance agreement between Our Town Tomorrow and Arcadia is needed. A lease with U.P. will come next. Once the lease is signed, the project is a "go". Insurance is still an issue. No one wants to write a Railroad insurance policy. Carol wants to know that the original pledge of \$30K in seed money is still solid. She is going to the Edgar Foundation for more funds. B. Matt asked who owns the platform. Carol said the City of Arcadia and Our Town Tomorrow own it. B. Matt asked if any ticket sales will result in revenues to Arcadia. No. They will not.
11. Following discussion, T. Sappington made a motion to adopt all changes to the Bylaws presented by B. Parker under "cleanups". N. McKie seconded. The motion was adopted unanimously. These cleanup changes are provided as an attachment to these minutes.
12. K. Perry updated the Board on the name change. The appropriate documents have been filed with the Secretary of State. We are awaiting the issuance of the new certificate. The IRS will be notified when we check the appropriate box and submit it to them with the form 990.
13. Regarding the new logo, identity package and web site, K. Perry asked Board members to review a list of ten top reviewed economic development websites and answer questions about things they liked and disliked. Handouts were provided. Based on Board members' preferences, K. Perry will select a vendor best suited to do that type/style of work.
14. K. Perry updated the Board on nominations to fill one opening and one vacancy on the Board of Directors. Nominations will cease on May 1. Elections will occur on May 8, at the next regular meeting of the Board. The web site has been updated to announce these openings and nominations. Ads have been placed. Someone may be elected from any census tract except 9502, which already has two Directors residing there. By the time all vacancies/openings are filled, at least one must be filled by someone residing in the Annapolis area census tract. No one from that census tract currently holds the office of Director.
15. Regarding the process for hiring an Economic Development Director, the Board determined that members wanted to get to know candidates informally by touring around the County, meeting with

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people, having a meal, etc. K. Perry was directed to set up interviews based on the most availability and to obtain a van so that the Hiring Committee and candidates could drive around together.

16. K. Perry was directed to reach out to the RPC and possibly municipalities/counties to see what comparable pay is for economic development professionals in this area. Also, check and report back on what benefits arrangements are made.
17. During a discussion about what type of benefits ICEP would offer its new employee, the Board determined it would not offer life insurance. One local employer commented that paying \$600 per month per employee for health care insurance was common. His company does not require any payment participation by the employees to reduce the cost to the company for insurance.
18. K. Perry presented draft language of a resolution that could be adopted by the County Commission that would serve to make ICEP the official economic development organization of the County. The resolution was developed in coordination with D. Barzowski. The resolution is attached to these minutes. The Board inquired about whether such a resolution could negatively affect any future IDA. B. Parker responded “no.” The board inquire whether such a resolution might authorize the County to “take” money from ICEP. B. Parker responded “no” under current regulations. The matter was tabled until later in the meeting pending further review by B. Parker.
19. K. Perry presented documents describing the JumpStart Iron County call for projects/funding cycle. The Board suggested minor editing comments. The Board removed the \$400K project size cap but left the \$80K funding cap in place for Basic projects. Please see the JumpStart Iron County call for projects attached. B. Parker offered Attachment A language that could be used for explaining what type of projects are approvable. K. Perry said he was going out of town for over a week and would not be available to do the May 20 training. N. McKie agreed to conduct the training. T. Sappington made a motion to adopt the proposal and move forward with JumpStart Iron County. N. McKie seconded. The resolution passed unanimously.
20. The Board directed K. Perry to place quarter page ads in 3 newspapers, produce flyers to be distributed, send out info by email to those who have indicated interest in the past, finish the application form and spreadsheet, make them available on a web site, and send out press releases. M.B. Brewer said that R. Pribble has pledged to publish color photos of events, etc. if we provide photos for promotional purposes.
21. K. Perry reviewed the Groundwork steps report. The Board agreed to divide up the items on the list and take action. K. Perry will do #6. T. Sappington will do #8, #9. B. Matt will do #7 for Viburnum, #3, #4, and #10. M.B. Brewer will do #7 for Arcadia, Pilot Knob, Ironton and Annapolis. N. McKie will do #5

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22. K. Perry reported that T. Stellman and the venue are both available for the rollout meeting on May 1. Invitations have been sent and some RSVPs have been received. The Board directed K. Perry make a logo-themed credit card style USB drive with a PDF of Invest in Iron County on it, printed reports of Invest in Iron County, a postcard and business cards for B. Matt. These should be available in reasonable numbers for distribution at the rollout reception.
23. The Board discussed D. Barzowski's proposal to upgrade the County-owned property on the square near the Courthouse. M.B. Brewer expressed concerns about the heat. Others discussed windows. B. Matt said he would like to have some comparison information on other office space. M.B. Brewer commented that the building had good location, it was appropriate, and had good parking. She did not know of other available office space. B. Matt said there might be a public perception problem. N. McKie said that improving downtown and the County square would be a good thing. The Board directed K. Perry to reach out to J. Spitzmiller to find information about other office space that might be available in Ironton/PK/Arcadia.
24. The Board discussed D. Barzowski's request to fund the BBQ competition with a \$2500 advertising sponsorship. M.B. Brewer said if we funded it, it would establish a precedent that we may not want. N. McKie agreed. The Board discussed setting aside a small pot of money that could be used for this and similar purposes. They could let some other entity manage the funds, so it's not a one-time thing where this event is singled out. Someone expressed the concern that at the last meeting D. Barzowski cast two tie-breaking votes and then asked for money. That might contribute to a perception that there is not a level playing field. The Board agreed to ask D. Barzowski to apply for funds through the JumpStart Iron County call for proposals, like everyone else. T. Sappington said he would communicate this request to D. Barzowski.
25. B. Parker finished his review of the DRAFT resolution for the Iron County Commission. He advised the Board that it is fine as written. The Board requested that the word "coordinator" be moved earlier in the sentence. N. McKie agreed that he would appear before the Commission on April 14 at 3:30 pm to request that they adopt the resolution.
26. No comments/questions were offered during the public comment period.
27. At 8:47 pm there was a motion to adjourn. The motion was seconded. The resolution passed unanimously. The meeting adjourned.

Respectfully submitted,

Tim Sappington, Secretary

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FOR THE FOLLOWING PROPOSED LANGUAGE, PLEASE NOTE THAT CHANGES ARE DENOTED IN YELLOW:

Additional by-law clean up for the Board to consider:

Modify the definition of Board to refer to the lowercase “board of Directors”, not the “Board of Directors”, as otherwise the definition contains its own word and is circular logic.

Delete from Section 6.1 the language “of two or more Directors”, thus allowing committees composed of people other than Directors.

Modify the last sentence of Section 11.1 to read “Any action taken by the Board, the Corporation, its officers, Directors, employees or agents in violation of Mo. Rev. Stat. Chapter 610, other than those exceptions listed in this section 11.1, shall be invalid.”, to make clear that the additional actions which the by-laws authorize the Corporation to close pursuant to the prior sentence shall not be deemed invalid. This appears to be the intent of the drafter, but the language was not clearly drafted as such.

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Resolution No. _____

A RESOLUTION OF THE COUNTY COMMISSION OF IRON COUNTY, MISSOURI ACKNOWLEDGING THE IRON COUNTY ECONOMIC PARTNERSHIP

WHEREAS, economic development is an important part of the economy of Iron County, Missouri, (the “County”); and

WHEREAS, it is in the interest of the County to promote economic development and tourism development so that residents of the County might experience economic growth, job growth, individual income growth, and improved quality of life; and

WHEREAS, the Iron County Economic Partnership has available to it substantial resources that shall be used to stimulate economic growth and development; and

WHEREAS, the Iron County Economic Partnership will employ an Economic Development Director whose principal task it is to take action that will produce economic growth in the County; and

WHEREAS, the Iron County Economic Partnership has developed a plan entitled *Invest in Iron County* that it intends to; with the cooperation of citizens, municipalities and other organizations in the State and County; carry out and bring to fruition; and

WHEREAS, the County Commission of Iron County has met and determined that it should proceed in these and related efforts to improve the economy for all residents of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF IRON COUNTY, MISSOURI AS FOLLOWS:

Section 1. The County Commission hereby finds and determines that it is wise, expedient, necessary and advisable that Iron County Economic Partnership be acknowledged, designated, and approved as the primary economic development organization of Iron County, Missouri; and

Section 2. The County Commission designates and approves the Economic Development Director employed by Iron County Economic Partnership the primary economic development coordinator for the County; and

Section 3. The County will work with the Iron County Economic Partnership, and other entities in the County to develop, implement and coordinate efforts in support of economic development plans; and

Section 4. The County Commission may rescind this resolution at any time; and

Section 5. Nothing in this resolution grants authorities reserved for an Industrial Development Authority under 349 RSMo.

Approved this _____ day of _____, 2014.

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Presiding Commissioner

ATTEST

Clerk

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JumpStart Iron County: Funding for Projects that Create Jobs & Support Growth in and Around Iron County, Missouri

2014 Call for Economic Development Project Proposals

Deadline: May 30, 2014, 3:00 p.m. CT

Release Date: April 16, 2014

Purpose

JumpStart Iron County (JIC) is a program of the Iron County Economic Partnership (ICEP), formerly the Iron County Taum Sauk Fund. The goal of this program is to quickly inject funds into the County that support projects that produce jobs and economic growth for residents in and near Iron County, Missouri. This program contributes to ICEP's commitment to our vision of creating and supporting a thriving destination for business and outdoor recreation in Southeast Missouri that provides high-quality living, lodging, dining, and recreational opportunities for visitors, as well as good-paying jobs for its residents.

Our goals are:

- increase the number and quality of jobs;
- raise per capita income,
- increase the tax base,
- increase visitor spending in the County, and
- stimulate population growth.

Total Awards

- Awards up to 18 months and up to \$80,000 each will be funded through this round.
- Up to \$412,500 total will be available under this Call for Proposals (CFP).

Basic Category projects, with a total project cost of \$10,001 or more, may receive as much as \$80,000 in funding for up to 20% of the total project cost.

Micro Category projects, with total project cost of \$10,000 or less, may receive funding equaling up to 50% of the total project cost.

As many as five projects in each category may be funded.

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At its sole discretion, the Board of Directors of ICEP may not fund any projects under this CFP.

Key Dates

Tuesday, May 20, 2014 (4:30-6:00 p.m. CT)

Optional applicant briefing and training. Please visit the ICEP's website (www.icts.org) for complete details. Registration is requested.

Friday, May 30, 2014 (3 p.m. CT)

Deadline for receipt of full proposals.

Mid-June, 2014

Finalists notified of funding recommendations.

July 1, 2014

Projects initiated.

Eligibility and Selection Criteria

Consistent with ICEP policy, we accept proposals from and fund projects carried out by applicants that are either public entities or nonprofit organizations (tax-exempt under Section 501(c)(3) of the Internal Revenue Code), non-charitable organizations, and private persons.

Projects must demonstrate a benefit to the residents of Iron County, Missouri.

Awards will be granted only for projects that meet a legal test to determine whether the project fulfills the ICEP Charitable Purpose requirement. Please refer to Attachment A for a plain language explanation of how to meet this legal test.

Preference will be given to projects that are consistent with recommendations in the *Invest in Iron County* report, including but not limited to:

- developing Pilot Knob Mountain as an attraction,
- developing a multi-institutional technology training center,
- developing/attracting a resort lodge,
- developing/attracting a destination restaurant,
- developing/attracting an extreme sports park,
- implementing an "I am Iron County" video /visual communication campaign,
- strategically supporting broadband internet service to unserved areas of the County,

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- strategically supporting cell phone coverage in unserved areas of the County, and
- supporting creation of Commercial Mail Receiving Agencies, where needed.

There is no preference given to new projects vs. expansion of existing operations.

Consistent with ICEP values, this program embraces diversity and inclusion across multiple dimensions including as disadvantaged socioeconomic status, age, race, gender, and ethnicity. We strongly encourage applications from candidates who will help us expand the perspectives and experiences we bring to our efforts to improve the economy of Iron County. We believe that the more we include diverse perspectives and experiences in our work, the better able we are to help all residents live happier lives.

Next Steps

- Register and attend the optional applicant briefing/training, May 20, 2014, 4:30 p.m., Ironton, MO
- Review *Appendix A: Applicant due diligence checklist* to familiarize yourself with the review committee's concerns (see www.icts.org/our-plan)
- Complete and submit the attached **ICEP Common Project Proposal Application** before the deadline to:
 - ICEP, Kevin Perry, kevinlperry@gmail.com

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Attachment A

Guide: Developing a JumpStart Iron County Project That Meets the Legal Test of Fulfilling ICEP's Charitable Purpose

If your project will not be carried out by a 501(c)(3) organization, you will need to more carefully consider the way in which your project is planned in order to qualify for ICEP funds. This Attachment is meant to provide plain language guidance for tailoring projects to meet that goal. Your economic development project **can** help your own business grow, or help you start a business. In doing so, it **must** also do one of the following:

- help the general public as a whole, or
- help impoverished people (for instance, by creating more jobs in the area).

What your project **must not** do is **only** or **primarily** provide more profit for an existing business or middle-income (or upper-income) business owners.

In your application, you must demonstrate how your project helps not just you, but many other people in your community or Iron County. The more your project has spill-over effects to other businesses, governmental entities or *especially* the general public, the more strongly your project will be considered.

For example, projects that specifically do one or more of the following will be considered:

- Provide additional employment in the area for workers who reside in Iron County,
- Provide skills training to existing employees who live in the area to increase the level of sophistication of jobs they are capable of performing,
- Provide technical assistance to the general public in ways that would help the economy of Iron County develop,
- Combat community deterioration by putting into service an existing building or facility that is centrally or importantly located somewhere in your local community or in the County,
- Combat community deterioration by providing an *essential* service to the community that is otherwise non-existent in this geographic area,
- Preserve the history or natural beauty of the area, or
- Increase paying tourists to Iron County as a whole.