

Iron County Economic Partnership

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DRAFT Minutes

Iron County Economic Partnership Board of Directors

May 8, 2014

Iron County Courthouse, Ironton, MO

1. The regular meeting of the Board of Directors was called to order by B. Matt at 5:32 pm.
 2. Directors and Advisor T. Sappington, B. Matt, M.B. Brewer, L. Seabaugh (for C. Buchheit), and N. McKie were present.
 3. B. Parker, K. Perry, P. Macalady, T. Kelly, P. Kelly, D. Amelunke, M. Wiseman, J. Dismuke, T. Harbison, and C. Kelsheimer were also present in the audience.
 4. A motion was made, seconded and passed by unanimous roll call vote to go in to closed session as a part of the Director selection process. During closed session, the Board met separately with D. Amelunke and T. Kelly.
 5. At 7:26 pm the Board came out of closed session. K. Perry announced that C. Dinkins had been elected by the Board to serve a full term as Director. No other nominees received enough votes to be elected at this time. The remainder term of J. Mills' vacated slot, which expires on December 31, 2014, remains unfilled.
 6. The minutes of the April 10, 2014 meetings of the Board of Directors were adopted unanimously by vote of the Board.
 7. A Board member inquired whether the resolution naming ICEP as the official economic development organization for Iron County had been offered to the Iron County Commission. N. McKie said he waited to get a copy of the resolution. It has not been given to the Commission. Based on discussion, the Board agreed to meet informally with all of the Commissioners to discuss the resolution before requesting that they consider and adopt it.
 8. K. Perry reported that ICTSF had a checking account balance in Great Southern at the end of April 2014 was \$48,075.61. The value of the Investment account ending 4830 at the end of April was \$2,704,279.96. The value of the Investment account ending 5550 at the end of April was \$1,062,692.04. ICTSF's Total Liabilities and Net Assets = \$3,815,047.61. ICTSF spent 7,512.10 in April.
- T. Sappington asked about the \$1,690.00 in spending in the Website Development category. K. Perry replied that he didn't know what it was. ACTION: K. Perry will check with the bookkeeper to confirm what this expense is.

Iron County Economic Partnership

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

9. K. Perry presented accounts payable for May, which included a \$1,400 invoice from K. Perry for contracted services as Executive Director; a \$2,471.50 expense claim from K. Perry for cell van rental, M&E with candidate, van fuel, M&E for executive director travel, executive director lodging, printing costs, name badges, USB drives, postage, invitations, domain name purchases, and Board meeting food; a \$1,385.50 invoice (#35371) from Thurman Shinn & Co. for accounting services (including tax prep); a \$540.00 invoice from Caledon Virtual for designing JumpStart ads; a \$225.00 invoice from Caledon Virtual for setting up website theme on economicpartnership.us; a \$75.00 invoice from Caledon Virtual for setting up economicpartnership.us email; invoices for \$1,000.00 and \$1,280.23 from Selah Among the Hills for the reception; an \$850.00 invoice from Caledon Virtual for ICEP logo design; a \$700.13 invoice from S.Keeney for meeting planning services for the reception; an \$897.18 expense claim from interview candidate for mileage/lodging; a \$300.00 invoice from Caledon Virtual for printing business cards and postcards; a \$540.00 invoice from Caledon Virtual for postcard design; and a \$75.00 invoice from Caledon Virtual for business card design. Except for the expense claim from K. Perry, all accounts payable were authorized by previous action of the Board and paid. N. McKie made a motion to pay all A/P. It was seconded by T. Sappington. The motion was adopted unanimously.
10. K. Perry reported that the 990 tax form had been finalized, signed and sent to the IRS.
11. K. Perry reported that at the direction of the Board he contacted Maloney Wright & Robbins regarding the Accountant's review of calendar year 2013. They have offered an engagement letter. Following discussion, B. Matt signed the engagement letter.
12. Following discussion, the Board directed K. Perry to conduct reference checks, criminal background check, and education verification of their preferred candidate for economic development Director.
13. N. McKie said he was prepared for the JumpStart Iron County training that will be held on May 20 at the Iron County Courthouse. B. Parker will join him. The training will address the overall vision of the program and legal requirements, as well as a review of the application form. There will also be Q&A. They will avoid delving into questions about whether any particular application/project is likely to be funded.
14. C. Kelsheimer commented that the ad in the Mt. Echo advertised the wrong date for the application submission deadline. It said May 20 instead of May 30.

Iron County Economic Partnership

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15. K. Perry updated the group on JumpStart Program publicity. Ads are running in 3 papers. The website was up on the agreed upon date. Materials are available. Press releases have been sent to a variety of news outlets. He asked others to help spread the word locally. Each Director has been mailed flyers to distribute. T. Sappington reported he had send the digital version of the flyer to everyone at the Chamber. The Board discussed the need to get the information about JumpStart to educational institutions that are accustomed to applying for grants.
16. K. Perry reported that he had renewed his request to the Real Estate agent to identify any commercial office space in AV that might be available to rent. There has been no response.
17. The topic of the proposal to renovate the building owned by the County was tabled.
18. C. Kelsheimer noted that many of the Chamber officers did not get their invitations to the public rollout meeting in time to attend. The invitations were received but not picked up. Several did not receive the email invitations, also.
19. C. Kelsheimer updated the Board on the Amtrak project. She said the project is really moving. The boilerplate has been prepared and sent to MoDOT for the grant money. Surveyors are compiling their documents. The bill of sale on the station building is complete. An estimate has been sent to the City of Arcadia. It has been signed and sent back. The 3 party MOU will be ready tomorrow. City Council will review the maintenance agreement this week. C. Kelsheimer requested \$5535 to cover an invoice from the engineer. The Board offered \$30,000 in seed money for the project. \$5500 has been received by Our Town Tomorrow already. The balance of the \$30,000 seed money commitment is now \$24,500. After payment of this engineering invoice the balance remaining will be \$18,965. T. Sappington made a motion to issue a check to Our Town Tomorrow for \$5535.00 for the Amtrak project invoice. N. McKie seconded. The motion was adopted unanimously. C. Kelsheimer will continue to present payment requests on a monthly basis as invoices/obligations come in.
20. T. Sappington commented that we now have a great contact list of folks in Jeff City who were invited to come the Rollout Reception. We should remain in contact with these people, and arrange visits in Jeff City to meet with Economic Development officials, elected officials, and others who indicated interest.
21. At 7:55 pm N. McKie made a motion to go in to closed session to meet with Director nominee T. Harbison. T. Sappington seconded. The motion passed by unanimous roll call vote. The Board went in to closed session with T. Harbison.
22. At approximately 9:35 pm the Board came out of closed session and announced that T. Harbison had been duly elected as Director to serve the remaining term of J. Mills.

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23. At 9:42 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.ictsf.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,

Iron County Economic Partnership

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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

Iron County Economic Partnership

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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.