



# MINUTES

## Hardee County Economic Development Council Hardee County Industrial Development Authority

Commission Chambers 412 W. Orange Street, Room 102, Wauchula, FL 33873 Regular Meeting

9/14/2021 8:30 AM

### BOARD MEMBERS

Tommy Watkins, Chairman | Denise Grimsley, Vice-Chairperson | Courtney Green | Calli Ward | Gene Davis | Lee Mikell | Bill Lambert

#### 1. Call to Order

Attendee Name	Title	Status	Arrived
Tommy Watkins	Chairman	Absent	
Denise Grimsley	Vice-Chairperson	Present	
Courtney Green	Board Member	Present	
Calli Ward	Board Member	Present	
Gene Davis	Board Member	Present	
Lee Mikell	Board Member	Present	
Bill Lambert	Economic Development Director	Present	
Justin Smith	Assistance Director of EDC	Present	

Visiting: Charlie Cox, Erica Scheipsmeier, and Sherri Albritton

County Commissioner: Sandy Meeks

EDC/IDA Attorney: Shannon Nash

Staff: Bill Lambert, Justin Smith, Sarah Pelham, Krystin Chapman and Kristi Schierling

#### 2. Approval of Agenda

##### Item 2.1. Motion

There are no changes to the agenda.

Calli Ward made a motion and was seconded by Gene Davis to approve the agenda as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Gene Davis, Board Member
<b>AYES:</b>	Watkins, Grimsley, Green, Ward, Davis, Mikell

### 3. Approval of Minutes

#### Item 3.1. July 2021 EDC/IDA Minutes

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

### 4. Agenda Items

#### Item 4.1. DRAFT EDC Budget FYE 2022

Charlie Cox, EDC/IDA accountant, reviewed the draft EDC budget. The EDC budget is only adopted at the beginning of the fiscal year. Budget amendments do not have to be made like we usually do with the IDA budgets throughout the year. The projected income is \$150,000 from the EDA, \$450,000 transferred in from the IDA and \$12,000 in rent from the CRA. Director Lambert did mention to the board that the income from Duke should start be received in the first quarter of 2021-2022. The payments will be made to the IDA and then transferred in to the EDC.

Lee Mikell made a motion and was seconded by Gene Davis to adopt the 2021-2022 EDC budget.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Lee Mikell, Board Member
<b>SECONDER:</b>	Gene Davis, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

#### Item 4.2. DRAFT IDA Budget FYE 2022 General Fund & Special Revenue Fund

Charlie Cox reviewed the IDA general fund and special revenue fund budget. EDA grants are shown in the general fund. There is \$662,000 in project rental income. Charlie then read each of the items in the special revenue fund and the amounts that are proposed to be budgeted for each.

Lee Mikell made a motion and was seconded by Courtney Green to adopt the IDA General Fund and Special Revenue fund budget for 2021-2022.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Lee Mikell, Board Member
<b>SECONDER:</b>	Courtney Green, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

#### Item 4.3. DRAFT IDA Budget FYE 2022 Ona Mine

Charlie Cox reviewed the Ona Mine with the board.

Lee Mikell made a motion and was seconded by Courtney Green to adopt the Ona Mine for 2021-2022.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Lee Mikell, Board Member
<b>SECONDER:</b>	Courtney Green, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

Item 4.4. Resolution 2021-01- Adoption of IDA Budgets

Callie Ward made a motion and was seconded by Lee Mikell to adopt Resolution 2021-01.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

Item 4.5. DRAFT Marketing Services RFP

Krystin Chapman briefly reviewed the draft RFP. She worked with Lisa Nason to develop the RFP. The responses are due by November 8th. Page 4 lists the scope of services and the scoring rubric is listed on page 6. The scope is pretty generic. We did not want to put them in a box and limit what they could do for us. Director Lambert feels we should move forward and recommends approval. There is \$200,000 in the marketing budget. Not all of the funds will be used for the marketing.

Calli Ward made a motion and was seconded by Lee Mikell to approve the marketing RFP.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

Item 4.6. R. Riveter- Amendment to Subgrant Agreement

Justin Smith gave a brief background on R. Riveter and the EDA grant. After review and discussion, it was suggested to move the start date forward 1 quarter in order for them to meet their job creation requirements for year 1 of the grant. This is due in part to the facility not being ready in time and Riveter starting later than they had planned. There was also turnover and covid going on during their startup time. How we are going to calculate an FTE needs to be determined too. This is a work in progress and we will most likely come back in year 2 of the grant to finish ironing out the calculations. Justin met with the Clerk to come up with a solution for right now. They will continue working together to get this worked out. Right now, 76.92 hours will be used for an FTE.

Director Lambert reminded everyone that the State intended this money to be used to create full time employment not part time. Riveter did meet their year 1 requirement of 16 jobs and will receive reimbursement of \$250,000. Year 2 will require 24 jobs and year 3 will be 32.

Lee Mikell made a motion and was seconded by Courtney Green to approve the amendment to the subgrant agreement.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lee Mikell, Board Member
<b>SECONDER:</b>	Courtney Green, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

#### Item 4.7. Audit Committee

Attorney Nash let the board know that the committee will be comprised of 3 people. Lee Mikell is going to be the Chair of the committee. The other 2 will be people of the community. Jessica Newman and Jim See have been chosen to fill the two seats. The committee is responsible for putting together the RFP and bring back their recommendations to this board. The board will have final approval.

Courtney Green made a motion and was seconded by Gene Davis to approve the three members of the audit committee.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Green, Board Member
<b>SECONDER:</b>	Gene Davis, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

#### Item 4.8. Utilities Feasibility Study Discussion

Sarah Pelham let the board know that the three cities and the county met with the one respondent last week. That company is Stantec Consulting. Negotiations were held and their scope of services detailed out their task list. Attachment A is the scope of services. Page 7 shows the fee schedule. The committee has negotiated a not to exceed price of \$225,000 for the study. A rough draft of a contract for professional services between Stantec Consulting and the IDA was provided. Sarah reminded everyone that the EDA awarded a grant to the three cities and county for the study and tasked the IDA with managing the grant. This is why the contract is with the IDA and Stantec. Sarah would like for the board to approve the contract for services and allow staff and counsel to finalize the contract and allow the chair to sign.

Calli Ward made a motion and was seconded by Lee Mikell to approve the contract for services and allow the Chair to sign the documents.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

### 5. Director's Report

Director Lambert asked Krystin Chapman and Justin Smith to give updates on what they have been working on. Justin spoke of what his goals are with his position. He will provide an assistant director report in the near future. Krystin Chapman spoke of her goals in the local, state, and global aspects of marketing for the County.

### 6. Financial Reports

#### Item 6.1. July 2021 EDC/IDA Financials

Calli Ward made a motion and was seconded by Lee Mikell to approve the EDC financials for July.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

Item 6.2. August 2021 EDC/IDA Financials

Lee Mikell made a motion and was seconded by Calli Ward to approve the EDC financials for August.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lee Mikell, Board Member
<b>SECONDER:</b>	Calli Ward, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

**3. August IDA Financials**

Item 6.3.1. Motion

Calli Ward made a motion and was seconded by Lee Mikell to approve the IDA financials for August.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

**4. July IDA Financials**

Item 6.4.1. Motion

Calli Ward made a motion and was seconded by Lee Mikell to approve the IDA financials for July.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Calli Ward, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins

**7. Announcements/Other Business/Public Comments**

Mr Lambert spoke on the Community Open House

Calli Ward to Chair to Committee with other Staff members to provide funding to marketing

**8. Adjournment**

Item 8.1. Motion

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gene Davis, Board Member
<b>SECONDER:</b>	Lee Mikell, Board Member
<b>AYES:</b>	Grimsley, Green, Ward, Davis, Mikell
<b>ABSENT:</b>	Watkins