

AGENDA
ST. JOHNS COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY

May 8, 2017
3:00 pm
Meeting Conference Number: 904-209-0543

Executive Board Conference Room
County Commission Office of the Administration Building
500 San Sebastian View, St. Augustine, FL 32084

****Regular Meeting****

Roll Call

Public Comment:

Each person addressing the Board shall state their name and address for the public record and limit comments to three (3) minutes. Public comment will also be provided for each item containing a proposition (other than ministerial acts) before the Board.

Additions and/or deletions to agenda

Approval of Minutes:

- January 9, 2017
- February 13, 2017
- March 13, 2017
- April 10, 2017

Treasurer's Report:

- Review Financials

Regular Business:

- Discussion regarding the 2017 TPC tickets
- IDA Survey – results to be shared at the June 12th meeting

Reports:

- IDA Members

Adjournment:

Next Regular Meeting Date: June 12, 2017

**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
January 9, 2017 3:00 PM**

Members Present: Peter Apol, Joseph Rowell, Henry Green, Vivian Helwig, and Thomas Skinner

Members Absent: none.

Guests Present: See attached sign in sheet.

Mr. Apol brings the meeting to order at 3:00 PM.

Mr. Apol asks for roll call.

All members present.

Mr. Apol asks for Public Comment.

Mr. Blow states he thinks this board is doing a great job.

No other public comment.

Mr. Apol moves to additions and deletions to the agenda.

None noted.

Mr. Apol moves to approval of the minutes.

Mr. O'Connell presents the minutes for the November 14, 2016 meeting.

Discussion.

Motion Mr. Green, Second Mr. Skinner to approve the minutes of the November 14, 2016 minutes as presented.

Vote unanimous.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents Decembers financial reports, a check for \$525 for W.H. O'Connell & Associates, P.A. for accounting services, and a check for \$60 for Craft Trophies & Awards for award.

Discussion.

Mr. Apol moves to regular business.

Mr. Apol moves to TPC Governor's reception.

Mr. Apol gives a history of the event.

Discussion on the event's past, present and future.

Mr. Apol states it is important for the Authority to have a part in this event with Enterprise Florida, Jax USA, The Players and the Governor.

Discussion.

Motion Mr. Skinner, Second Mr. Rowell to allow Mr. Apol to ask the Players for a proposal for a continuing effort at the Players in a different capacity.

Vote unanimous.

Mr. Apol moves to present Mr. Blow a plaque for his efforts and dedication to this Authority and Community.

Mr. Apol presents a plaque to Mr. Blow.

Mr. Apol moves to alternatives to the TPC Governor's Reception.

Discussion.

Mr. Apol asks if the Authority should have a study that examines what other Industrial Development Authorities in Florida are charging and how they are marketing themselves.

Discussion.

Motion Mr. Helwig, Second Mr. Rowell to allow Mr. Apol to solicit proposals for a survey of State of Florida IDA's for fees and marketing.

Vote unanimous.

Discussion of previous studies and events held by the Authority.

Mr. Apol asks the chamber to prepare several proposals to fund several projects that have been mentioned today.

Discussion on other potential programs.

Mr. Apol moves the meeting to reports from the members.

Mr. Green states he would like resources of the Authority spent on promotion not sticks and bricks.

Mr. Rowell states that at the last meeting Mr. Green was not present and he was appointed Secretary and has a term of two years.

Mr. Skinner states he has enjoyed the discussion.

Mr. Helwig no report

Mr. Apol no further report

Mr. Apol states next meeting February 13, 2017

Motion Mr. Skinner, Second Mr. Rowell to adjourn at 5:00pm

Vote unanimous.

IDA

SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING DATE: <u>1/9/17</u>
1	Viv Helwig	
2	Henry Green	
3	Joseph Bowen	
4	RUSTY SKINNER	
5	PETER APOL	
6		
7		

VISITORS / GUESTS		Who do you represent?
1	W.H. O'CONNELL	C.P.A.
2	Julie Long	SJC
3	Melissa Glasgow	SJC
4	Gregory Kern	Tetra Tech.
5	Carl Blawie	myself.
6	Declan Keiley	EDC
7	Rebecca Laine	OCA
8	GEORGE DOBSON	ATT.
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**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
February 13, 2017 3:00 PM**

Members Present: Peter Apol, Joseph Rowell, Henry Green, Vivian Helwig, and Thomas Skinner

Members Absent: none.

Guests Present: See attached sign in sheet.

Mr. Apol brings the meeting to order at 3:00 PM.

Mr. Apol asks for roll call.

All members present.

Mr. Apol asks for Public Comment.

No public comment.

Mr. Apol moves to additions and deletions to the agenda.

Mr. O'Connell asks to remove approval of the minutes. He states the minutes are not ready.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents January's financial reports, a check for \$1,300 for W.H. O'Connell & Associates, P.A. for accounting services, and a check for \$121.36 to More Than Ink for check stock.

Discussion.

Mr. Apol moves to regular business.

Mr. Apol moves to TPC Governor's reception.

Mr. Apol gives an update on The Player's Governors reception. He states the event is now in the control of Jacksonville but we are still involved.

Discussion

Mr. Apol states the Authority will be allowed to invite 6 to 7 people. He asks for a motion to cancel the current contract and allow him to negotiate a new contract with The Players so the Authority will still have a presence at the event.

Discussion

Motion Mr. Skinner, Second Mr. Green to cancel the current contract with The Players and to allow Mr. Apol to continue to negotiate a new contract with The Players that allows the Authority to remain part of the event.

Vote unanimous.

Mr. Apol gives an update on a proposal for the chamber to do a survey of Florida IDA's.

Discussion

Mr. Helwig asks for an update on the potential projects talked about in January.

Discussion

Mr. Reiley presents to the Authority a sponsorship for the Florida Virtual Entrepreneur Center.

Discussion

Mr. Reiley asks the Authority if they would be willing to split the sponsorship with the Chamber. The total Sponsorship is \$2,500. The Authority's portion would be \$1,250.

Discussion

Mr. Reiley presents a list of desired county photos.

Mr. Apol asks Mr. Reiley for a budgeted cost for the photos.

Mr. Reiley states no budget at this time will prepare one.

Discussion

Mr. Apol moves to reports from members

Mr. Helwig none.

Mr. Green none.

Mr. Rowell none.

Mr. Skinner presents a handout to the Authority titled "Summary of Employment, Demographic, and Commuting Patterns for St. Johns County, Florida" prepared by the DEO.

Discussion

Mr. Apol none.

Mr. Apol asks Commissioner Smith if he has any comments concerning today's meeting.

Mr. Smith states he is thankful that all the members are prepared and that he has received some very helpful information today from the discussion.

Discussion

Mr. Apol states the next meeting is March 13, 2017 at 3:00PM

Motion Mr. Skinner, Second Mr. Green to adjourn the meeting at 4:25pm.

Vote unanimous

IDA

SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING DATE: <u>2/13/17</u>
1	Rusty Scinner	
2	Joseph Powell	
3	Viv Helwig	
4	Henry Green	
5	Peter Apol	
6		
7		

VISITORS / GUESTS		Who do you represent?
1	Julie Long	SJC
2	Geoff Dakson	IDA
3	WH O'CONNELL	CPA
4	Melissa Glasgow	SJC
5	Greg Keen	Tech Tech
6	Declan Reilly	EDC
7	Rob S. Smith	SJC BCC
8	Rebecca Lavie	CCA
9	Nika McCabe	ATH
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**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
April 10, 2017 3:00 PM**

Members Present: Peter Apol, Joseph Rowell, Henry Green, Vivian Helwig, and Thomas Skinner

Members Absent: none.

Guests Present: See attached sign in sheet.

Mr. Apol brings the meeting to order at 3:00 PM.

Mr. Apol asks for roll call.

All members present.

Mr. Apol asks for Public Comment.

No public comment.

Mr. Apol moves to additions and deletions to the agenda.

Mr. O'Connell asks to remove approval of the minutes. He states the minutes are not ready.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents January's financial reports, a check for \$500 for W.H. O'Connell & Associates, P.A. for accounting services.

Mr. Skinner states that the Authority is in violation of State law. Minutes need to be prepared, sent out prior to each meeting, approved at the following meeting and post on the Authority's website.

Discussion

Mr. Apol moves to regular business.

Mr. Apol asks Mr. Dobson to go over the proposed Vicar's Landing Project Bond Amendment.

Mr. Dobson introduces Greg West to give a description of the proposed amendment and the need for action.

Mr. West presents resolution 2017-01 for discussion and approval.

Discussion on the documents presented.

Motion Mr. Green, Second Mr. Skinners approve resolution 2017-01 as presented.

Vote unanimous.

Pause in meeting for document signatures.

Mr. Apol moves to TPC Governor's reception.

Mr. Apol produces a copy of the proposed contract between the Authority and The Players for consideration.

Discussion

Mr. Skinner states he thought the intent was for the Authority to purchase 15 tickets for \$2,625 not for the Authority to be a sponsor of the event and the contract was to be for only one year.

Mr. Apol states the contract is a rolling three year contact and is cancellable annually. He states the sponsorship and attendance by this Authority is important. This Authority started this event as a showcase for St. Johns County in an effort to help attract businesses to move to this county. Without this contract we will be jeopardizing our ability as an Authority to be part of this event this event moving forward.

Discussion.

Motion Mr. Green, Second Mr. Rowell to authorize execution of the contract from The Players as presented.

Green yes

Apol yes

Helwig yes

Rowell yes

Skinner no.

Motion passes.

Mr. Apol moves the meeting to the IDA survey questions.

Mr. Apol asks Ms. Glasgow to introduce Tiffany Andrews.

Ms. Glasgow introduces Ms. Andrews. She states that Ms. Andrews is a volunteer for the county and will be working on this survey.

Ms. Glasgow presents the survey questions.

Discussion

Mr. Apol moves to the IDA procurement policy.

Discussion

Mr. Skinner states he will work on creating a simple one page policy for consideration.

Mr. Skinner states that the current year budget must be posted on the Authority's website.

Discussion

Mr. Apol moves to the IDA website.

Ms. Glasgow states that one of the IDA's websites has been hacked and is not functioning.

Discussion

Mr. Apol moves the meeting to CDFA membership.

Discussion

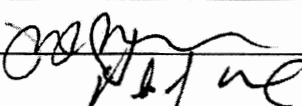



Mr. Apol states the next meeting is May 8, 2017 at 3:00PM

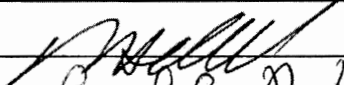
Motion Mr. Green, Second Mr. Rowell to adjourn at 4:50

Vote unanimous

IDA

SIGN IN SHEET

IDA BOARD MEMBERS		<p>IDA MEETING</p> <p>DATE: <u>4/10/17</u></p>
1	 JOSEPH COWAN	
2	 RUSTY SKINNER	
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VISITORS / GUESTS		Who do you represent?
1	 WH O'CONNELL	IDA CPA
2	GEORGE DOBSON	IDA A77
3	Jeb S. Smith	SJC BOCC
4	Greg West	Bryant Miller ONE for Vicar's
5	Tiffany Andrews	IDA Volunteer
6	Candy Bowling	Vicar's Landing
7	Julie LONG	SJC
8	Jim Browning	Citizen
9	Melissa Glasgow	SJC
10	Vix Helwig	IDA
11	Rebecca Lavin	OCA
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**MINUTES OF MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
OF ST. JOHNS COUNTY
March 13, 2017 3:00 PM**

Members Present: Peter Apol, Joseph Rowell, Henry Green, Vivian Helwig, and Thomas Skinner

Members Absent: none.

Guests Present: See attached sign in sheet.

Mr. Apol brings the meeting to order at 3:06 PM.

Mr. Apol asks for roll call.

All members present.

Mr. Apol asks for Public Comment.

No public comment.

Mr. Apol moves to additions and deletions to the agenda.

Mr. O'Connell asks to remove approval of the minutes. He states the minutes are not ready.

Mr. Apol moves to Treasurer's Report.

Mr. O'Connell presents January's financial reports, a check for \$650 for W.H. O'Connell & Associates, P.A. for accounting services.

Discussion.

Mr. Apol moves to regular business.

Mr. Apol moves to TPC Governor's reception.

Mr. Apol gives an update on The Player's Governors reception. He states the itinerary for the event. He states the Authority will be allowed to purchase 15 tickets at a cost of \$175 plus tax. He states if the Authority has an important prospect that the Authority would need to contact Jerry Milot to arrange a one on one meeting with the Governor.

Discussion on the 15 invitees.

Mr. Apol suggest the list of invitees should include the five Authority board members, the five county commissioners, Mike Wanchick, Jim Browning, one invite for the chamber of commerce, Ken Wilson and or Mr. Payten.

Discussion

Mr. Skinner states he will not be able to attend the event due to hip replacement surgery. He states the tickets would be better served by sending prospects and the county commissioners instead of the Authority members.

Discussion

Motion Mr. Skinner, Second Mr. Green to buy 15 tickets for \$175 plus tax to Governor's reception at The Players.

Vote unanimous.

Mr. Apol moves the meeting to the IDA survey.

Mr. Apol states the potential survey questions are listed on the back of today's agenda.

Discussion on the survey questions.

Motion Mr. Green, Second Mr. Helwig to have created the question list for the survey to send out to Florida IDAs

Vote unanimous

Mr. Apol moves to reports from members

Mr. Helwig none.

Mr. Green none.

Mr. Rowell none.

Mr. Skinner none.

Mr. Apol none.

Mr. Apol states the next IDA meeting will be April 10, 2017 at 3:00PM

Motion Mr. Green, Second Mr. Helwig to adjourn the meeting at 4:25pm.

Vote unanimous

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IDA

SIGN IN SHEET

IDA BOARD MEMBERS		IDA MEETING DATE: <u>3/13/17</u>
1	TETON APOL	
2	JOSEPH ROWELL	
3	Viv Helwig	
4	Henry Green	
5	RUSTY SKINNER	
6		
7		

VISITORS / GUESTS		Who do you represent?
1	WH O'CONNELL	CPA
2	Julie Long	SJC
3	Melissa Glasgow	SJC
4	Geoff Dobson	A & T
5	Jeb S. Smith	SJC BCC
6	Declan Beiley	
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Industrial Development Authority
Balance Sheet
As of April 30, 2017

	<u>Apr 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · Ameris Bank	58,848.09
1004 · Ameris CD 2	94,965.03
	<hr/>
Total Checking/Savings	153,813.12
Other Current Assets	
13000 · CD Interest Receivable	146.92
	<hr/>
Total Other Current Assets	146.92
Total Current Assets	<hr/> 153,960.04
TOTAL ASSETS	<hr/> 153,960.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	400.00
	<hr/>
Total Accounts Payable	400.00
Total Current Liabilities	<hr/> 400.00
Total Liabilities	400.00
Equity	
2810 · Fund Balance - Unreserved Des	132,016.26
32000 · Retained Earnings	11,961.84
Net Income	9,581.94
	<hr/>
Total Equity	153,560.04
TOTAL LIABILITIES & EQUITY	<hr/> 153,960.04

8:57 AM
05/04/17
Accrual Basis

Industrial Development Authority
Profit & Loss
April 2017

	<u>Apr 17</u>	<u>Oct '16 - Apr 17</u>
Income		
3005 · Bond Issue Fees	0.00	15,725.00
3013 · Prosperity Bank Interest Inc...	4.48	24.36
3015 · Prosperity CD Interest	57.12	407.94
	<hr/>	<hr/>
Total Income	61.60	16,157.30
Expense		
5010 · Accounting	400.00	3,250.00
5016 · Contractual Services	2,625.00	2,625.00
5090 · Office Supplies	0.00	121.36
5710 · DCA Special Fees	0.00	175.00
5715 · Meeting and Events	0.00	404.00
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Total Expense	3,025.00	6,575.36
Net Income	<u>(2,963.40)</u>	<u>9,581.94</u>

Industrial Development Authority
Budget vs. Actual
April 2017

	<u>Apr 17</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Income			
3013 · Prosperity Bank Interest Inc...	4.48	10.83	(6.35)
3015 · Prosperity CD Interest	57.12		
Total Income	61.60	10.83	50.77
Expense			
5010 · Accounting	400.00	750.00	(350.00)
5016 · Contractual Services	2,625.00	1,000.00	1,625.00
5050 · Legal Advertising	0.00	58.33	(58.33)
5090 · Office Supplies	0.00	12.50	(12.50)
Total Expense	3,025.00	1,820.83	1,204.17
Net Income	<u>(2,963.40)</u>	<u>(1,810.00)</u>	<u>(1,153.40)</u>

Industrial Development Authority
Budget vs. Actual
October 2016 through April 2017

	<u>Oct '16 - Apr ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
3005 · Bond Issue Fees	15,725.00	0.00	15,725.00
3013 · Prosperity Bank Interest Inc...	24.36	75.85	(51.49)
3015 · Prosperity CD Interest	407.94		
3200 · Other Income	0.00	1,750.00	(1,750.00)
Total Income	<u>16,157.30</u>	<u>1,825.85</u>	<u>14,331.45</u>
Expense			
5010 · Accounting	3,250.00	5,250.00	(2,000.00)
5016 · Contractual Services	2,625.00	36,800.00	(34,175.00)
5050 · Legal Advertising	0.00	408.35	(408.35)
5090 · Office Supplies	121.36	87.50	33.86
5710 · DCA Special Fees	175.00	925.00	(750.00)
5715 · Meeting and Events	404.00	500.00	(96.00)
Total Expense	<u>6,575.36</u>	<u>43,970.85</u>	<u>(37,395.49)</u>
Net Income	<u>9,581.94</u>	<u>(42,145.00)</u>	<u>51,726.94</u>

Industrial Development Authority
Budget vs. Actual-Fiscal Year
October 2016 through September 2017

	<u>Oct '16 - Sep ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
3005 · Bond Issue Fees	15,725.00	5,000.00	10,725.00
3013 · Prosperity Bank Interest Inc...	24.36	130.00	(105.64)
3015 · Prosperity CD Interest	407.94		
3200 · Other Income	0.00	10,000.00	(10,000.00)
Total Income	<u>16,157.30</u>	<u>15,130.00</u>	<u>1,027.30</u>
Expense			
5010 · Accounting	3,250.00	9,000.00	(5,750.00)
5016 · Contractual Services	2,625.00	41,800.00	(39,175.00)
5050 · Legal Advertising	0.00	700.00	(700.00)
5090 · Office Supplies	121.36	150.00	(28.64)
5710 · DCA Special Fees	175.00	925.00	(750.00)
5715 · Meeting and Events	404.00	500.00	(96.00)
Total Expense	<u>6,575.36</u>	<u>53,075.00</u>	<u>(46,499.64)</u>
Net Income	<u>9,581.94</u>	<u>(37,945.00)</u>	<u>47,526.94</u>