

**LEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY  
ANNUAL BOARD MEETING MINUTES  
THE COLLABORATORY, 2031 JACKSON STREET  
SEPTEMBER 7, 2022**

**I. CALL TO ORDER**

The annual meeting of the Lee County Industrial Development Authority (“IDA”) was called to order at 10:00 a.m. on September 7, 2022, by Tom Hoolihan, Board Chair, and determined that a quorum was present.

Members Present: Tom Hoolihan, Gail Markham, Wayne Kirkwood, Robbie Roepstorff, Doug Gyure, Ed Bolter

Guests Present: Tessa LeSage, FutureMakers Coalition; Todd Everly, Cape Technical Schools; John Roszell, Fort Myers Technical College; Charlie Pease, Cape Coral Technical College

Staff Present: Thomas B. Hart, Counsel for IDA; Jolene Tarleton, Paralegal to Thomas B. Hart

**II. APPROVAL OF MINUTES**

Wayne Kirkwood made a motion to approve the minutes of May 19, 2022, meeting minutes - seconded by Ed Bolter and unanimously *approved*.

**III. GUEST PRESENTATIONS**

Tessa LeSage, Todd Everly, John Roszell, and Charlie Pease presented their mission for the technical schools of Lee County. A \$150,000.00 grant was requested in the following manner: \$40,000 to Cape Coral Technical College, \$60,000 to Fort Myers Technical College, and \$50,000 to FutureMakers Support. Discussion between members and presenters ensued.

Gail Markham made a motion to approve the grant of \$150,000.00 as discussed above – seconded by Wayne Kirkwood and unanimously *approved*. IDA counsel will draft a formal agreement for next meeting.

**IV. TREASURER’S REPORT**

Robbie Roepstorff presented the financial reports for the period ending July 31, 2022. Members and counsel discussed corrections needed to July 31, 2022, Financial Reports and updates needed for August 2022 Financial Reports pursuant to corrections.

Wayne Kirkwood made a motion to approve July 31, 2022, Financial Statements with corrections and to authorize Robbie Roepstorff to speak with Sharon Brotherton, IDA Administrator, regarding corrections – seconded by Ed Bolter and unanimously *approved*.

Members reviewed Proposed FY2022-2023 Budget and Economic Development Programs Transactions from October 2018 to July 2022. Gail Markham and Robbie Roepstorff discussed addition of line item to be added to proposed budget for clarification purposes. Tom Hoolihan brought forth discussion of past revenue.

Gail Markham made a motion to approve Proposed FY2022-2023 Budget subject to correction of addition of line item in Non-Operating Expenditures – seconded by Wayne Kirkwood and unanimously *approved*.

Gail Markham made an additional motion to approve changes necessary to Statement of Financial Position Summary effective August 31, 2022, in response to July 31, 2022, Financial Statement corrections – seconded by Wayne Kirkwood and unanimously *approved*.

IDA Counsel and Gail Markham discussed original hiring of Ashley, Brown & Smith, CPA, and their performance.

Gail Markham made a motion to approve Ashley, Brown & Smith, CPA's September 7, 2022, Proposal to Provide Audit Services – seconded by Doug Gyure and unanimously *approved*.

## **V. REPORT FROM IDA REPRESENTATIVE OF THE HORIZON COUNCIL**

Tom Hoolihan made a motion for Robbie Roepstorff to continue being the IDA representative for The Horizon Council for three additional years – seconded by Wayne Kirkwood and unanimously *approved*.

## **VI. OLD BUSINESS**

Members discussed Public Officials insurance policies.

Gail Markham made a motion to approve June 29, 2022, quote by ECC Insurance Brokers, LLC, for Public Officials insurance - seconded by Robbie Roepstorff and unanimously *approved*.

Wayne Kirkwood made a motion to approve CU Producer Resources, Inc.'s quote for General Liability insurance – seconded by Doug Gyure and unanimously *approved*.

Members discussed staggered terms.

Members discussed David Barton's replacement. Robbie Roepstorff advised of Matt Price and Ed Wacker as potential candidates.

Doug Gyure made a motion to approve the replacement of David Barton with Matt Price subject to Matt Price's acceptance and, upon acceptance, to approach the County Commissioner with the new candidate – seconded by Robbie Roepstorff and unanimously *approved*.

## **VII. LEGAL COUNSEL COMMENTS**

IDA Counsel, Thomas B. Hart, discussed the statute that gives authority to IDA.

## **VIII. NEW BUSINESS**

Board members discussed Vocal Minds contract and potential cancellation.

Board members discussed grant evaluation procedures.

## **IX. BOARD ORGANIZATION – ROTATION OF OFFICERS FOR FY 2022-2023**

Tom Hoolihan made a motion to approve the rotation of officers in the following manner:

- a. Gail Markham           Chair
- b. Doug Gyure           Vice Chair
- c. Robbie Roepstorff   Secretary
- d. Wayne Kirkwood     Treasurer
- e. Ed Bolter             Assistant Secretary
- f. Tom Hoolihan         Assistant Secretary
- g. New Member [TBD]   Member

The motion was seconded by Ed Bolter and unanimously *approved*.

Board members discussed the remaining 2022 meeting schedule and 2023 proposed meeting schedule.

Gail Markham made a motion to cancel the November 17, 2022, board meeting – seconded by Doug Gyure and unanimously *approved*.

Wayne Kirkwood motioned to approve the proposed 2023 meeting schedule with change of January meeting from January 19, 2023, to January 26, 2023 – seconded by Gail Markham and unanimously *approved*.

## **X. ADJOURNMENT**

Tom Hoolihan made a motion to adjourn the meeting at 12:48 p.m. – seconded by Ed Bolter and unanimously *approved*.