

Here are the notes for **Ontario CIC 6.16.25**.

Present: Adam Gongwer, Andy Medwid, Amy Hiner, Beth Delaney, Josh Bradley, Kris Knapp, Sgt. Casey Bly, Lt. Tony Grimwood

Jessica Gribben

### **Action Items**

Jessica **Invite new board members to July meeting**

Include the newly approved board members in the July meeting invitation.

Jessica **Send presentation deck to all board members**

Send the CIC overview PowerPoint presentation to all board members, especially the new ones, before the July meeting.

Josh **Report board composition to city council**

Provide an informational report to city council about the full board composition and that all 11 positions are now filled.

Andy **Research sunshine law requirements for CIC meetings**

Look into whether sunshine law requirements apply to the CIC as a 501c3 nonprofit organization and report back to the board.

Jessica **Send bylaws to everyone ahead of next meeting**

Distribute the CIC bylaws to all board members prior to the July meeting for review.

Jessica **Send meeting minutes after this meeting**

Prepare and distribute meeting minutes from this June 17th meeting to all board members.

## Overview

- Board unanimously approved new members, establishing a full **11-member** board for Ontario CIC
- **Board composition:** Public - Mayor, Economic Development Chair of City Council, Member of Planning Commission, Safety Service Director, Safety Forces Officer. Private – Amy Hiner, Beth Delaney, Nick Turnbaugh, Jen Meice, Paul Boggs, Jay Goyal
- City potentially has **\$150,000** approved for CIC funding, Mayor and Council member to look into exact amount, but bank account setup pending officer elections
- **July 21st** meeting scheduled to elect officers (president, vice president, secretary, treasurer) required for 501(c)(3) filing
- Andy confirmed CIC will file 501(c)(3) application after officer elections, with tax-exempt status effective upon filing
- Strategic planning half-day session to be scheduled after July meeting to determine priorities from comprehensive plan
- Meeting transparency requirements under review—unclear if 501(c)(3) status requires public meetings despite city funding

## Board member approval and terms

- Board unanimously approved new members with full **11-member** slate now established
- New board members will be invited to **July 21st** meeting
- Josh will inform city council of board completion as informational update, not requiring additional approval
- Board terms (1, 2, and 3 years) to be determined at July meeting when all members present
- Terms are renewable for additional **3-year** periods

### **Officer elections and 501(c)(3) requirements**

- Four officer positions required: president, vice president, secretary, and treasurer
- Andy will handle 501(c)(3) filing after officers elected—process now takes days instead of months
- Organization will be tax-exempt from filing date if submitted within **3 years** of formation
- Annual Form 990 postcard filing required with IRS as small nonprofit

### **CIC legal powers and capabilities**

- CIC can borrow money through loans, lines of credit, bonds, and secured/unsecured debt
- Can make loans to businesses only after they're denied by traditional banks
- Can buy, sell, lease, and manage real estate and personal property
- Authorized to act as agent for city property sales without public bidding requirements
- Can collect real estate commission (typically **6%**) on property transactions
- Port Authority partnership could provide additional tax exemption tools for building materials

### **Funding sources and budget planning**

- City approved **\$150,000** for CIC operations but bank account setup needed
- Current city budget shows **\$140,000** remaining after legal and consulting expenses
- Potential **\$2,500** from small land sale to provide additional seed funding
- Revenue opportunities include property sale commissions, lease income, and donations as 501(c)(3)
- RCDG contract expires in **6 months**—board must decide on future staffing approach
- **2026** budget planning needed to support strategic initiatives

### **Strategic priorities and mission development**

- Comprehensive plan will guide initial strategic priorities and community input
- Key focus areas include property acquisition, code review, vacant property revitalization, and infrastructure improvements
- Sample mission statement provided: "Ontario CIC promotes economic development by collaborating with commercial and civic entities to facilitate business retention, expansion, and citywide infrastructure improvements"
- Strategic planning half-day session scheduled after July meeting to finalize priorities
- City property list ready for CIC review and potential transfer decisions

### **Meeting transparency and public access**

- Meeting dates posted on city calendar currently set for **2:00 PM** third Monday monthly
- Legal uncertainty whether 501(c)(3) status requires public meetings despite city funding
- Andy reviewing sunshine law requirements given mix of public officials and private board members
- Up to **3** council members can attend without sunshine law violations if not on same committees
- Quarterly reporting to city council planned for transparency

### **Meetings:**

January – Annual Organization Meeting

**3<sup>rd</sup> Mondays 2:00-3:00**

### **City Hall**

We will plan a ½ day strategic meeting for all board members, Chamber and Economic Development to guide strategic **discussion**