

#166

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 3/31/16

Weekly Agenda Date: 4/5/16

DEPARTMENT HEAD / CITIZEN: <u>David Gleiser – Director of Rural Economic Development</u>		
SUBJECT: <u>Usage of Outside Legal Counsel</u>		
ACTION REQUIRED:		
Approve Ordinance <input type="checkbox"/>	Approve Resolution <input type="checkbox"/>	Approve Motion <input type="checkbox"/>
Give Direction <input checked="" type="checkbox"/>	Other: Informational <input type="checkbox"/>	Attachments <input checked="" type="checkbox"/>

WORDING FOR AGENDA ITEM: Usage of Outside Legal Counsel

EXECUTIVE SUMMARY: The Rural Economic Development (RED) dept. seeks guidance from the Board of Supervisors on the usage of outside legal counsel for assistance with helping rural cities form Community Development Corporations (CDCs).

BACKGROUND: Previously, with authorization from the Chairman of the Board, the RED dept. has utilized outside legal counsel for assistance with helping 2 rural cities form CDCs. The expense (\$500 per city) was paid from the department's budget line item for Legal/Professional Services.

FINANCIAL IMPACT: \$500 per city (from RED dept. budget line item for Legal/Professional Services).

RECOMMENDATION: It would be the Director's recommendation to allow continued outside legal assistance per previous practice and current Board policy for the issue of helping rural cities form CDCs.

ACTION REQUIRED: Provide guidance to the RED Director on the usage of outside legal counsel for assistance with helping rural cities form Community Development Corporations (CDCs).



Buchheit Law, PLC

INVOICE

Date: 06/23/2014
Due On: 07/23/2014

Cushing Community Development Corporation C/O David Gleiser

Cushing Community Development Corporation

Type	Date	Description	Quantity	Rate	Total	
Service	06/23/2014	Flat fee work for setting up Cushing Community Development Corporation with Articles of Incorporation, Bylaws, and related documents.	3.00	\$170.00	\$510.00	
					Subtotal	\$510.00
					Discount	\$10.00
						<i>flat fee agreement</i>
					Total	\$500.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
516	07/23/2014	\$500.00	\$0.00	\$500.00	
				Outstanding Balance	\$500.00
				Amount in Trust	\$0.00
				Total Amount Outstanding	\$500.00

Please make all amounts payable to: Buchheit Law, PLC, 204 1st Street, Suite B3, Sergeant Bluff, IA 51054



Buchheit Law, PLC

INVOICE

Date: 06/23/2014
Due On: 07/23/2014

Cushing Community Development Corporation C/O David Gleiser

Cushing Community Development Corporation

Type	Date	Description	Quantity	Rate	Total
Service	06/23/2014	Flat fee work for setting up Cushing Community Development Corporation with Articles of Incorporation, Bylaws, and related documents.	3.00	\$170.00	\$510.00
				Subtotal	\$510.00
				Discount	\$10.00
				<i>flat fee agreement</i>	
				Total	\$500.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
516	07/23/2014	\$500.00	\$0.00	\$500.00	
				Outstanding Balance	\$500.00
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Buchheit Law, PLC

P.O. Box 533
Sergeant Bluff, IA 51054

Woodbury County Rural Economic Dev.
620 Douglas Street, 6th Floor
Sioux City, IA 51101

INVOICE

Date: 03/10/2015
Due On: 04/09/2015

Type	Date	Description	Quantity	Rate	Total
Service	02/05/2015	Drive to and from Anthon and meet with clients.	1.50	\$180.00	\$270.00
Service	02/06/2015	Finalize Articles of Incorporation; correspond with client and advise	0.20	\$180.00	\$36.00
Service	02/13/2015	Draft Bylaws and Organizational Minutes; correspond with client re: same and advise re: EIN status, bank account establishment, 1023EZ, and meetings agendas and Minutes	1.00	\$180.00	\$180.00
Service	02/24/2015	Review filed Articles on Secretary of State website; obtain EIN	0.10	\$180.00	\$18.00
				Total	\$504.00