

The Lee's Summit Economic Development Council
Attn: William Brown, Vice Chairman
218 SE Main Street
Lee's Summit, MO 64063

April 23, 2024

Re: Letter Agreement between the City of Lee's Summit (the "City") and The Lee's Summit Economic Development Council (the "LSEDC", together with the City, the "Party" or "Parties")

Vice Chairman Brown,

At the March 19, 2024, meeting of the Lee's Summit City Council (the "Council"), the Mayor and Council discussed the stated desire of the LSEDC to renew its relationship with the City, as set forth in the LSEDC draft resolution dated March 5, 2024, proposed for adoption at the April 2, 2024 meeting of the LSEDC Board of Directors (the "Board").

This letter (the "Letter Agreement") was prepared at the direction of the Council as a non-binding agreement setting forth action steps to be pursued through good faith efforts by the City and the LSEDC to foster an ongoing, more permanent relationship.

This Letter Agreement and sets forth certain proposed action steps the Parties will take on or before October 15, 2024 (the "Action Completion Deadline") to assist in renewing the Parties' working relationship and in developing a strong foundation toward a highly effective economic development organization. Please review this Letter Agreement, and, if the LSEDC is in agreement, please sign below.

Intent

This Letter Agreement is intended to outline a cooperative effort to develop a long-term relationship between the City and the LSEDC. This Letter Agreement is not binding upon the Parties, and either Party may withdraw from this cooperative effort at any time. Nothing herein should be construed as to create any legal or financial obligation but instead is intended to spur collaborative dialogue and create an actionable road map for both the City and the LSEDC to work cooperatively together for the benefit of the community.

Extent of obligations and result of discussions

The Parties' obligations are limited to the discussions, investigations and cooperative efforts associated with the tasks described herein. Neither Party is obligated by this document to provide funding for costs that may be associated with the contemplated action steps. Upon completion of the LSEDC Action Steps (as defined below), the Parties may wish to initiate further discussions related to a financial arrangement between the Parties and the formation of a Public Service Agreement ("PSA").

LSEDC Action Steps:

The LSEDC commits to completing the following actions ("LSEDC Action Steps") in two phases as outlined below. The LSEDC commits to completing the LSEDC Action Steps on or before the Action Completion Deadline.

Phase 1:

- 1 Resume lite-programming (e.g., luncheons, happy hours, networking events, etc.).
- 2 Adopt and implement new Bylaws
- 3 Reorganize the Board per the new Bylaws, including election of new leadership/officers.
- 4 Reinstate invoicing of investors

Phase 2:

- 5 Reorganized Board engages in visioning exercise with community partners and stakeholders in alignment with the City's strategic plan, by creating the following:
 - A. Vision statement
 - B. Mission statement
 - C. A statement of core values to support the vision and mission statement

In developing the above statements, the LSEDC will incorporate discussions of the following:

- 8 Common Success Factors from the EDO Best Practices Study commissioned by the City
- Identify 2-3 objectives under each Common Success Factor (see the City's 7 Critical Success Factors as an example)

At all times while pursuing completion of the LSEDC Action Steps, the Board shall adhere to adopted Bylaws, without exceptions.

City Supporting Actions:

In order to support the LSEDC in completion of the LSEDC Action Steps, the City shall provide the following supportive actions ("City Supporting Actions"):

- Engage regularly with LSEDC (Mayor/City Council and staff)
- Provide support and assistance toward identified LSEDC action/commitments as needed and appropriate
- Assist with scheduling of meetings, presentations, events and activities to promote timely engagement and collaboration amongst City and community partners
- In collaboration with LSEDC and other community partners, consider City staffing resources that may be necessary to support a highly effective economic development organization
- After completion of Phase 1 of the LSEDC's Action Steps, consider any presented LSEDC proposal and invitation to enter into a PSA as the basis for a long-term relationship and engage in good faith negotiations regarding the same

Extension:

In the event that the LSEDC is pursuing the LSEDC Action Steps in good faith but is unable to complete the same by the Action Completion Deadline, the LSEDC may, at least 15 days prior to the Action Completion Deadline or any extension thereof, request from the Council up to two 60-day extensions to complete the LSEDC Action Steps, which consent(s) shall not be unreasonably withheld.

PSA:

After completion of Phase 1 of the LSEDC Action Steps, the LSEDC may approach the City with a proposal to enter into a PSA. The PSA may include the development of a robust and comprehensive strategic plan along with a plan to support the hiring of an executive director and necessary staffing to fulfill the vision, mission, values, common success factors, and goals and objectives of the economic development organization. The proposal shall include proposed timelines, milestones and performance measures that ensure transparency and accountability within the organization and to the investors, City, and community.

In the event that the LSEDC presents a PSA proposal prior to completion of the Phase 2 LSEDC Action Steps, the LSEDC shall continue to diligently pursue completion of the Phase 2 LSEDC Action Steps prior to the Action Completion Deadline.

Executed on behalf of the
City of Lee's Summit:



William Baird, Mayor

Date: May 23, 2024

Acknowledged and accepted by the
Lee's Summit Economic Development Council:



William Brown, LSEDC Vice Chairman

Date: May 7, 2024