

RESOLUTION NO. 16-002

**A RESOLUTION OF THE EAST LOOP COMMUNITY
IMPROVEMENT DISTRICT APPOINTING A CUSTODIAN OF
RECORDS AND STATING INTENT OF COMPLIANCE WITH
CHAPTER 610 OF THE REVISED STATUTES OF MISSOURI,
AS AMENDED**

WHEREAS, the East Loop Community Improvement District (the “*District*”) is a community improvement district and a Missouri not-for-profit corporation; and

WHEREAS, the District acts in many respects as a public governmental body pursuant to the Community Improvement District Act, Sections 67.1401 to 67.1561 of the Revised Statutes of Missouri, as amended; and

WHEREAS, Section 610.023.1 of the Revised Statutes of Missouri, as amended, provides that a public governmental body is to appoint a custodian to maintain that body’s records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026 of the Revised Statutes of Missouri, as amended, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2 of the Revised Statutes of Missouri, as amended, provides that a public governmental body shall provide a reasonable written policy in compliance with Sections 610.010 to 610.030 of the Revised Statutes of Missouri, as amended, (commonly referred to as the “*Sunshine Law*”) regarding the release of information on any meeting, record or vote; and

WHEREAS, Section 610.026.1 of the Revised Statutes of Missouri, as amended, provides that fees for copying public records, except those records restricted under Section 32.091 of the Revised Statutes of Missouri, as amended, shall not exceed ten cents per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body, provided that research time required for fulfilling records requests may be charged at the actual cost of research time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST LOOP COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:

Section 1. Appointment of Custodian of Records. The District’s General Counsel, currently Robert D. Klahr, is appointed custodian of the records of the District and that such custodian is located at Armstrong Teasdale, LLP, 7700 Forsyth Blvd., Suite 1800, St. Louis, Missouri 63105.

Section 2. Duties of Custodian of Records. Said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

Section 3. Fees. The fees to be charged for access to or furnishing copies of records shall be in accordance with the Sunshine Law.

Section 4. Policy Regarding Open Meetings. It is the public policy of the District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

Section 5. Compliance with Sunshine Law. The District shall comply with the Sunshine Law, as now existing or hereafter amended.

Section 6. Request for Records. The form entitled "Request for Records," set forth as **Exhibit A**, attached hereto and incorporated herein by reference, shall be provided by the custodian of records to any person or entity requesting records of the District and that such request, upon the form being completed and returned to said custodian, shall be fulfilled in compliance with the Sunshine Law, as now existing or hereafter amended.

Section 7. Further Authority. The District shall, and the officers and agents of the District are hereby authorized and directed to, take such further action, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 8. Severability. The sections, paragraphs, sentences, clauses and phrases of this Resolution shall be severable. In the event that any such section, paragraph, sentence, clause or phrase of this Resolution is found by a court of competent jurisdiction to be invalid, the remaining portions of this Resolution are valid, unless the court finds the valid portions of this Resolution are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the District has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 9. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 10. Effective Date. This Resolution shall take effect and be in full force upon its passage by the District.

Passed this 23 day of August, 2016.

I, the undersigned, Chair of the East Loop Community Improvement District, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the District at a meeting held, after proper notice, on August 23, 2016.



EAST LOOP COMMUNITY IMPROVEMENT DISTRICT

Joe Edwards
Chair, Board of Directors

WITNESS my hand and official seal this 23rd day of August, 2016.

ATTEST:

[Signature]
Secretary, Board of Directors

EXHIBIT A

**EAST LOOP
COMMUNITY IMPROVEMENT DISTRICT**
Request for Records

This is a request for records under Chapter 610 of the Revised Statutes of Missouri, as amended (the "Sunshine Law").

Date: _____

Name: _____

Phone No. _____ Fax No. _____

Mailing Address: _____

I want to know in advance of any search or copying if the fees will exceed \$_____.

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

1. *Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.*

I request that you made available to me the following records:

2. *If you know the subject matter of the records, but do not have additional information, use this alternative:*

I request that you made available to me all the records that relate to:

3. *If you want and are willing to pay for copies of the records, rather than just being able to see them:*

I request that the following records be copied and sent to me at the address given above:

4. *If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:*

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to _____ and for this reason I am requesting the following records:

OFFICE USE ONLY	
Request received:	Contacted re: fees:
Fees:	
Contacted re: delay:	Request filled: