

# BOARD OF COUNTY COMMISSIONERS STUDY SESSION AGENDA



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**TO:** Board of County Commissioners  
County Counselor

**FROM:** Shane Krull, County Administrator

**DATE:** March 11, 2020

**SUBJECT:** STUDY SESSION AGENDA

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**Start Time:** Immediately following the 10:00am BOCC meeting

1. General Discussion.
2. Janet McRae will share the Economic Development monthly report.
3. Mike Davis will discuss regulations and policy related to sign permits.

# Memo



**To:** Shane Krull, county administrator, and  
Miami County Commissioners

**From:** Janet McRae, director of economic development

**Date:** March 4, 2020

**Subject:** February Monthly Report and Project Updates

**Janet McRae**  
Economic Development  
Director

At the commissioners' request, a monthly report has been compiled to provide an overview of the department's activities in relationship to the adopted strategic plan.

## **January Monthly Report**

The attached monthly report is providing a summary of the department's activities.

## **Census Proclamation**

While April 1 is the official Census Day, residents will likely start seeing notices arrive within the next two weeks. The proposed proclamation recognizes the importance of participation.

## **Greater Miami County Economic Development Corporation**

The corporation's board of directors met on Feb. 25. A copy of their financial report is attached.

Two highlights from their agenda included two opportunities to secure funding from NetWork Kansas and revisions to their bylaws as previously discussed by the commissioners.

- NetWork Kansas has provided \$2,000 to the organization to increase the amount of the mini grant from \$500 to \$750. The corporation also has the ability to secure reimbursement for some of their start up administrative and marketing expenses. The board authorized county staff to seek reimbursement for about \$800 to cover accounting software, a marketing banner and checks for the banking account.
- The process for revising the bylaws reads: The Bylaws of the Corporation may from time to time be repealed, amended or altered, or new Bylaws may be adopted by the Directors, by unanimous written consent, or by two-thirds (2/3) vote of those present (assuming a quorum is present) at any annual, regular or special meeting thereof. Provided, however, that repeal, amendment or alteration of existing Bylaws, or the promulgation of new Bylaws, shall not be effective until ratified by the County Commission.

The changes include:

3.2 Number, Qualification and Term. A Board of Directors, the number of which shall be nine (9), shall manage the business and affairs of the Corporation. The nine Directors shall be selected as follows: Miami County Commission - five (5) appointments with each Commissioner nominating one resident of his/her Commission District; Cities of Louisburg, Osawatomie, Paola and Spring Hill, one appointment each ~~of a resident of either the City or the City's growth area.~~ Terms shall be three years in length; provided, however, no provision of this section shall restrict the right of the Directors to remove Directors as is hereinafter provided. All terms provided herein shall run from the first meeting of the Board of Directors following adoption of these Bylaws, regardless of when a Director is actually elected or begins his or her term of office. Thus, election delays, resignation and/or removals from the Board shall not affect the staggered terms of this Board. Unless otherwise specified, when the terms "Board", "Board of Directors" or "Directors" are used hereafter, it shall refer to the Board and Directors created by this paragraph. |

3.6 Regular Meetings. In the absence of a resolution of the Directors providing otherwise, the Board of Directors shall meet on a monthly basis. At the first meeting of each year, the Board of Directors shall organize for the coming year with the election of officers, and the transaction of their business. All meetings, including special meetings referred to below shall be open and shall comply with all Kansas Statutes, the Open Public Meetings Act of the State of Kansas.

6.1 Finance. Prior to July 1 of each year, the Directors shall formulate a budget for the Corporation and the same shall be submitted to the Miami County Commission for reference. In addition, quarterly fiscal reports will be provided by the corporation to the Board of County Commissioners. Prior to July 1 of each year, the Directors shall formulate a budget for the Corporation and the same shall be submitted to the Miami County Commission for ratification. If any account, category or line item shall be increased by Five Percent (5%) or more, the corporation shall notify the County Commission of Miami County, Kansas.—Notwithstanding the foregoing provisions of this Bylaw, the Directors in their uncontrolled discretion, may set aside from time to time, out of the net profits or surplus of the Corporation, such sum or sums as they deem expedient as a reserve fund for meeting contingencies, for maintaining any property of the Corporation, for attracting prospective businesses, and for any other purpose.

### **Ady Advantage Update**

Janet Ady of Ady Advantage intends to present her final report at 10 a.m. Wednesday, May 6 during the commissioner's study session. A draft should be available at least a week prior.

The process is currently at Step 9.

#### **Step 9: Strategy Development**

*Using the outcomes from the goals and vision workshop, build-out and focus the strategies and tactics created from stakeholders. Add additional strategies and tactics that pull from the over 400 different communities Ady Advantage has worked with.*

- Organize strategies into areas of focus to align with those developed from the goals and vision workshop.
- Further develop strategies to create actionable and attainable outcomes.
- Strategies will include recommendations on business retention and expansion, business recruitment/marketing, entrepreneurship, talent and placemaking.
- Curate and enhance tactics created in the goals and vision workshop. Tactics will provide a focused level of detail to ensure plan implementers are able to connect the strategy to the necessary tasks to achieve it.

The next conference call with her and her staff is tentatively planned for 3 p.m. March 16. Confirmation is pending. This call will focus on Step 10 and will begin building the framework for the final presentation. It will last about one hour. Input from the commissioners and the cities is welcome. To manage KOMA requirements, county participants will need to be identified.

**Step 10: Alignment Session**

*Share the strategies and tactics with the core project team and facilitate an alignment session that outlines roles and responsibilities.*

- Lead a facilitated alignment session via teleconference that discusses the goals and strategies identified through the previous two steps.
- Discuss the most appropriate organization/group to accomplish specific strategies. Additionally, brainstorm economic development partners that will provide support and value in achieving the strategy.
- Assign preliminary priority levels of focus for strategies.
- Brainstorm metrics and key performance indicators that can be used to measure success.
- Discuss logistics for final presentation.

**Step 11: Implementation Map**

*Using outcomes from the alignment session, build out the implementation map that will be used to track the progress and success of the overall plan. The document will be able to be customized to fit the changing needs of Miami County.*

- Develop a customizable implementation map built to track the progress of tactics, strategies, and goals.
  - The implementation map will outline responsible parties, identify priority, and offer guidance on cost, sources of funding, completion timelines, etc.



**Step 12: Teleconference Final Presentation**

*Present the final report and wrap up all research activities. An option is provided to present this report in person.*

- Deliver the final report to the Miami County core project team via teleconference.
- Discuss any questions, clarifications or edits needed.
- Discuss next steps, as applicable.

*We discussed paying the additional fee of \$2,500 for this to be an in-person visit.*

**Business Openings**

**January**

- Equip Bids
- Louisburg Family Dental
- Prime Accounting
- One Way Deliveries

**February**

- Mid-America Orthopedic
- Be Well Spa

# Monthly Highlights

February 29, 2020

## Economic Development

### *Tier One Strategic Action Items*

#### **Relationship Building**

Build relationships between community leaders representing Miami County's economic interests on a regional, state and national level

- Staff attended MARC's Total Transportation Policy Council and Census 2020 meetings, and chaired the Good's Movement meeting. A follow up meeting with Osawatomie city, MARC and county staff members took place to review the Planning Sustainable Places program.
- Staff attended KEDA's board meeting.
- Staff attended KCADC's quarterly briefing and alliance meetings.
- Staff met with the new Great Lakes region staff person for the Kansas Department of Commerce.

#### **New Business Identification and Recruitment**

Assist communities with their business recruitment efforts

- Staff participated in meetings with the cities and prospects.
- Staff met with a representative of Alt-Cap to review the region.
- Marketing materials were created to assist the E-Community volunteers with promotion of the event.
- About 40 people participated in the Ady Advantage community forum.

#### **Existing Business Retention and Expansion**

Assist communities with their business retention efforts

- Staff met with businesses to review state programs and verify their eligibility for assistance.
- NetWork Kansas has provided additional funds to increase the mini grant program from \$500 to \$750. Additional promotion of the grant is planned.

#### **Workforce Training and Education**

Monitor workforce trends while identifying opportunities and resources for training

- More than 20 local businesses have been engaged in the upcoming hiring fairs planned in Spring Hill and Osawatomie. Staff was able to secure promotion of the Osawatomie event through the HBA.
- Both staff members participated as judges for the regional FBLA competition hosted by Louisburg High School. Staff also assisted them with securing additional judges.
- The workforce section of the county's website was updated with current testimonials and information generated by the Ady report.

## **Housing**

Aid communities utilizing economic development tools to revitalize existing neighborhoods and develop new housing stock

- Staff attended the HBA's regional meeting.

## ***Tier Two Strategic Action Items***

### **Tourism**

Promote Miami County's successes and tourism opportunities

- About 50 people are registered for the March 10 tourism dinner at the Loft in Osawatomie.
- The farm tour brochure has been finalized and sent to the printer. The rack card promoting local races was printed.
- Information about hunting seasons was updated on the Google calendar and web site.
- Event listings were updated on TravelKS, Visit KC, the county's web site and Facebook.

### **Economic Data Collection and Resources**

Gather and maintain economic data providing crucial information to businesses considering an expansion or new location, including a retail and commercial analysis to assist with identifying potential opportunities

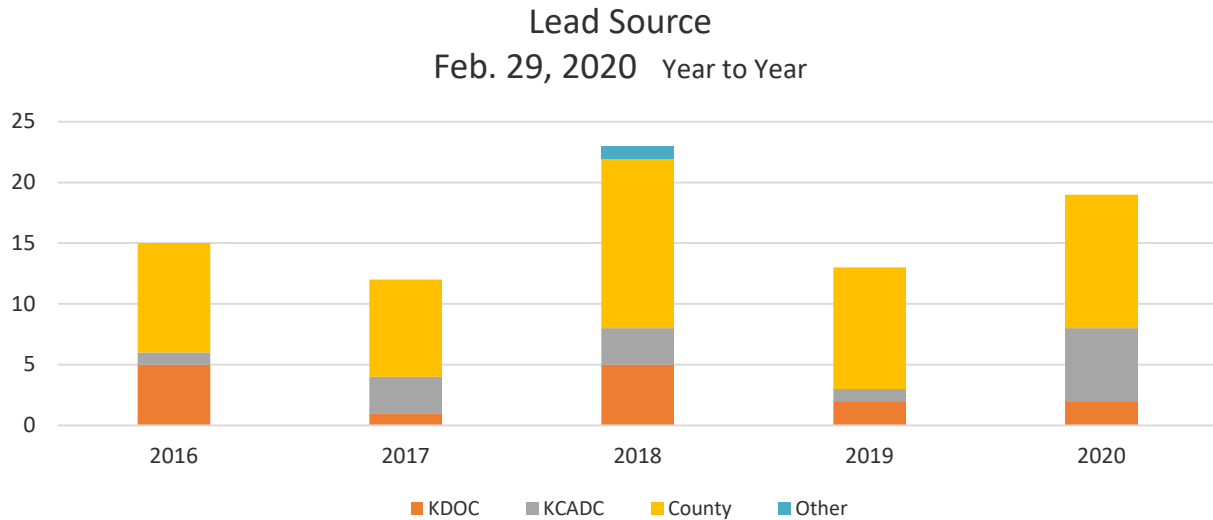
- An updated economic climate report was released.
- The county census mailing was completed.
- The list of the county's largest taxpayers was updated.

### **Infrastructure**

Aid communities facing infrastructure challenges that limit economic development opportunities, including utilities and transportation networks

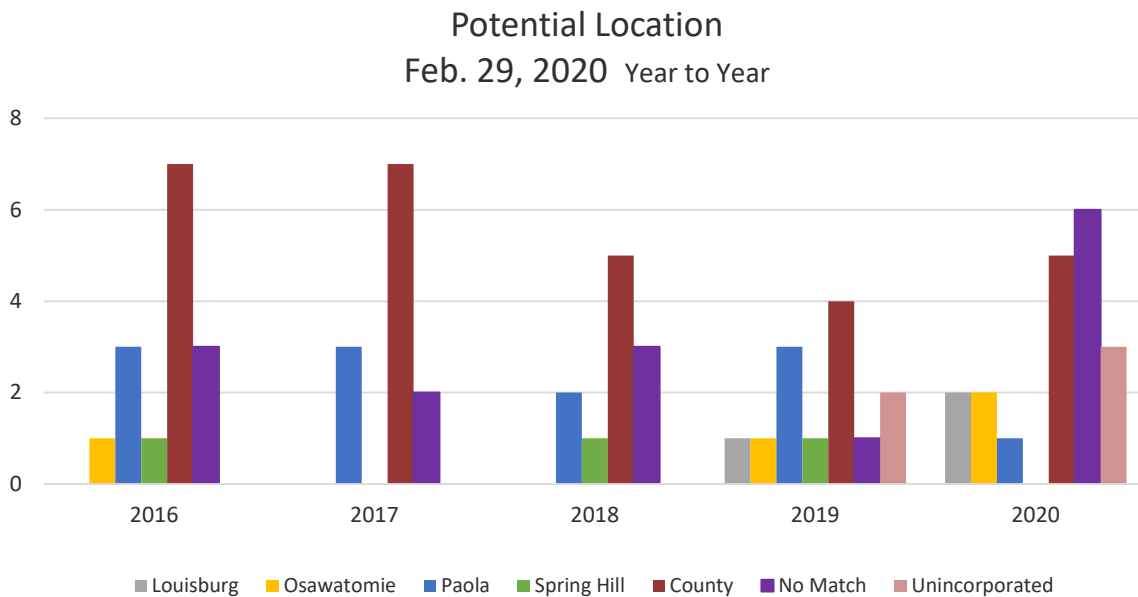
- The City of Paola has submitted its paperwork to the Kansas Department of Commerce for their business park to become a certified site.
- The City of Louisburg has engaged a consultant to assist with adopting an updated set of codes. Other communities are also considering adopting an updated set of codes. Connections and research have been provided via the county's HBA membership.

# Project Summary



## Lead Source

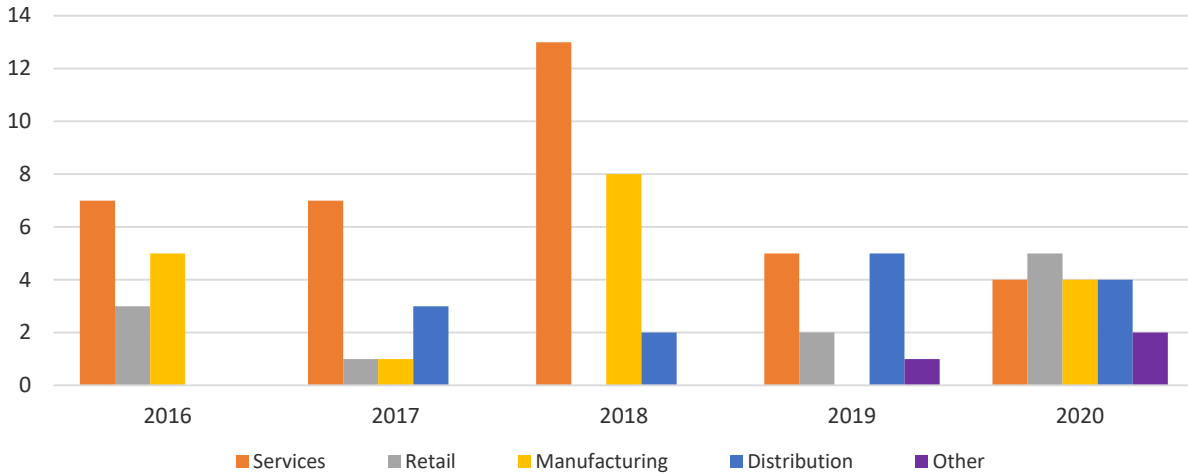
The Kansas Department of Commerce and Kansas City Area Development Council are the primary outside sources of leads. The Other category includes real estate agents, news articles, etc.



## Potential Location

Some projects have a natural fit based on the requested site or building. Others are designated by the prospect. For community specific projects, staff works with that prospective business until all options have been pursued; other options within the county are then considered. Prior to 2019, projects designated as "County" are ones without a location preference or ones preferring a location within the unincorporated area.

Project Type  
Feb. 29, 2020 Year to Year

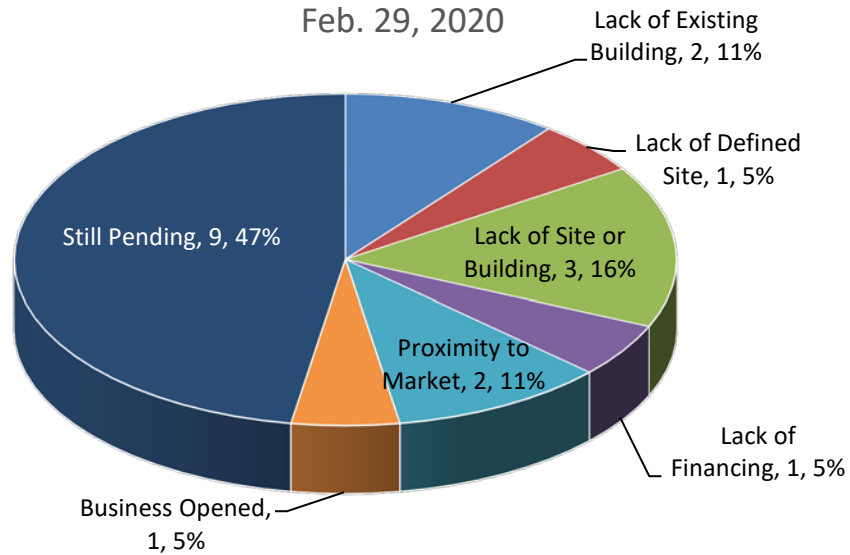


**Project Type**

Projects generally fit into four categories: services, retail, manufacturing and distribution. The “Other” category includes nonprofit and similar projects.

Reason for Elimination

Feb. 29, 2020



**Reason for Elimination**

Based on a project’s requirements the region may not have a suitable match. Completed projects are ones that selected a location within the county and opened operations. Projects that are still pending have not concluded their search.

**2019 Comparison:**

Lack of				Proximity to Market	Business Opened	Still Pending
Existing Building	Prepared Site	Building or Site	Financing			
8, 10%	6, 8%	4, 5%	9, 11%	13, 16%	18, 23%	21, 27%



## Project Leads

Project #	Date	Lead Source	Status	Area	Business Type	Existing Building	Build to Suit	Request	Action Taken
200201	2/4/2020	Local	Business Opened	Unincorporated	Service			The prospect has completed a soft opening of their service and is looking to expand to other communities.	Staff provided local contacts for potential partners and information about the mini grant. A referral was also given to the SBDC.
Project Coast	2/7/2020	KCADC	Lack of Site or Building	No Match	Distribution	100k-300k sq. ft. building to purchase. Must have rail service, at least 10 dock doors and 24: clear height.	10-20 acre site with rail accessibility and utilities in place.	Site must be shovel ready.	Project is closed
Project Spectrum	2/13/2020	KCADC	Lack of Site or Building	No Match	Manufacturing	40-110k sq. ft. building with 26 ft. clear height and 30 ft. column spacing. Floor must be at least 4 in.	10-5 acres capable of 250k sq. ft. building plus outdoor storage	The site must allow outside storage of hazardous materials and storage silos. Noise of 65 dB should be expected.	Project is closed
200202	2/20/2020	Local	Still Pending	Unincorporated	Other			The prospect is evaluating residential options for a parcel within the county.	County staff review options and potential market. Applicant is considering a petition for zoning.
200203	2/28/2020	Local	Still Pending	Louisburg	Retail			The prospect is considering a retail operation in an existing building.	Staff provided an overview of local resources and the mini grant program and a referral to the city regarding zoning.

Project #	Date	Lead Source	Status	Area	Business Type	Existing Building	Build to Suit	Request	Action Taken
200204	2/28/2020	Local	Still Pending	Osawatomie	Retail			The prospect is considering the purchase of an existing building for a retail use.	Staff provided assistance regarding zoning options and a contact with the Kansas Department of Revenue regarding sales tax questions. Information was also provided regarding the mini grant.



# Management Report

Greater Miami County Economic Development Corporation  
For the period ended December 31, 2019

Prepared on  
February 5, 2020

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# Profit and Loss

October - December, 2019

	<b>Total</b>
<b>REVENUE</b>	
4359 Donations from Miami County	18,971.00
<b>Total Revenue</b>	<b>18,971.00</b>
<b>GROSS PROFIT</b>	
<b>18,971.00</b>	
<b>EXPENDITURES</b>	
2015 Mini Grant Technical Training	280.00
2047 Bank and Credit Processing Fees	273.11
3028 Miscellaneous	2,500.00
<b>Total Expenditures</b>	<b>3,053.11</b>
<b>NET OPERATING REVENUE</b>	<b>15,917.89</b>
<b>NET REVENUE</b>	<b>\$15,917.89</b>

# Balance Sheet

As of December 31, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Demand Dep-0811 (0811)	15,917.89
<b>Total Bank Accounts</b>	<b>15,917.89</b>
<b>Total Current Assets</b>	<b>15,917.89</b>
<b>TOTAL ASSETS</b>	<b>\$15,917.89</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Retained Earnings	0.00
Net Revenue	15,917.89
<b>Total Equity</b>	<b>15,917.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,917.89</b>

# Transaction List with Splits

October - December, 2019

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Amount
<b>Accounts Receivable (A/R)</b>							
12/20/2019	Pledge	1002	Yes	City of Osawatomie, Kansas		Accounts Receivable (A/R)	140.00
					City payments toward mini grant recipients -- Mill House RV Park	4323 Cost Share Revenue	140.00
<b>Demand Dep-0811 (0811)</b>							
11/13/2019	Deposit		Yes		Opening Balance from Bank	Demand Dep-0811 (0811)	15,870.50
						4359 Donations from Miami County	15,870.50
11/18/2019	Expenditure		Yes	Intuit		Demand Dep-0811 (0811)	-64.54
					INTUIT/CHECKSFORM 5361930 JANET MCRAE	2047 Bank and Credit Processing Fees	64.54
11/18/2019	Expenditure		Yes	Intuit		Demand Dep-0811 (0811)	-104.76
					INTUIT/CHECKSFORM 0941711 JANET MCRAE	2047 Bank and Credit Processing Fees	104.76
11/19/2019	Expenditure		Yes	Intuit		Demand Dep-0811 (0811)	-103.81

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Amount
					INTUIT/CHECKSFORM 6135564 JANET MCRAE	2047 Bank and Credit Processing Fees	103.81
11/21/2019	Deposit		Yes	Miami County, KS		Demand Dep-0811 (0811)	3,100.50
					Final transfer of funds	4359 Donations from Miami County	3,100.50
12/16/2019	Check	1000	Yes	City of Paola		Demand Dep-0811 (0811)	-2,500.00
					Reimburse city for a portion of boring expenses with funds held from Everygy	3028 Miscellaneous	2,500.00
12/20/2019	Check	1001	Yes	Mills House RV Park		Demand Dep-0811 (0811)	-280.00
					Mini grant reimbursement for technical training	2015 Mini Grant Technical Training	280.00



# 2019 Annual Budget vs. Actuals

January - December 2019

	Actual	Budget	over Budget	Total % of Budget
<b>REVENUE</b>				
4272 NetWork Kansas Funding	0.00	1,000.00	-1,000.00	0.00 %
4359 Donations from Miami County	18,971.00	18,971.00	0.00	100.00 %
4432 Registration Fees	0.00	250.00	-250.00	0.00 %
<b>Total Revenue</b>	<b>18,971.00</b>	<b>20,221.00</b>	<b>-1,250.00</b>	<b>93.82 %</b>
<b>GROSS PROFIT</b>	<b>18,971.00</b>	<b>20,221.00</b>	<b>-1,250.00</b>	<b>93.82 %</b>
<b>EXPENDITURES</b>				
2010 Professional Services	0.00	2,500.00	-2,500.00	0.00 %
2015 Mini Grant Technical Training	280.00	500.00	-220.00	56.00 %
2034 Use of Prepaid Grant Funds	0.00	600.50	-600.50	0.00 %
2047 Bank and Credit Processing Fees	273.11	550.00	-276.89	49.66 %
2065 Advertisements/Promotional Items	0.00	250.00	-250.00	0.00 %
3001 Office Supplies	0.00	100.00	-100.00	0.00 %
3003 Computer Supplies and Software	0.00	75.00	-75.00	0.00 %
3028 Miscellaneous	2,500.00	2,500.00	0.00	100.00 %
3030 Meeting Expenses	0.00	250.00	-250.00	0.00 %
<b>Total Expenditures</b>	<b>3,053.11</b>	<b>7,325.50</b>	<b>-4,272.39</b>	<b>41.68 %</b>
<b>NET OPERATING REVENUE</b>	<b>15,917.89</b>	<b>12,895.50</b>	<b>3,022.39</b>	<b>123.44 %</b>
<b>NET REVENUE</b>	<b>\$15,917.89</b>	<b>\$12,895.50</b>	<b>\$3,022.39</b>	<b>123.44 %</b>



# Management Report

Greater Miami County Economic Development Corporation  
For the period ended

Prepared on  
February 10, 2020

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# Profit and Loss

January 1 - February 10, 2020

	<b>Total</b>
<b>REVENUE</b>	
4272 NetWork Kansas Funding	0.00
NetWork Kansas Mini Grant Match	2,000.00
<b>Total 4272 NetWork Kansas Funding</b>	<b>2,000.00</b>
4323 Cost Share Revenue	140.00
<b>Total Revenue</b>	<b>2,140.00</b>
<b>GROSS PROFIT</b>	<b>2,140.00</b>
<b>EXPENDITURES</b>	
2038 NetWork Kansas Program Commitments	375.00
3003 Computer Supplies and Software	270.00
<b>Total Expenditures</b>	<b>645.00</b>
<b>NET OPERATING REVENUE</b>	<b>1,495.00</b>
<b>NET REVENUE</b>	<b>\$1,495.00</b>

# Balance Sheet

As of February 10, 2020

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Demand Dep-0811 (0811)	17,412.89
<b>Total Bank Accounts</b>	<b>17,412.89</b>
<b>Total Current Assets</b>	<b>17,412.89</b>
<b>TOTAL ASSETS</b>	<b>\$17,412.89</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Retained Earnings	15,917.89
Net Revenue	1,495.00
<b>Total Equity</b>	<b>17,412.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$17,412.89</b>

# Transaction List with Splits

January - December 2020

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Amount
<b>Demand Dep-0811 (0811)</b>							
01/09/2020	Payment	055259	Yes	City of Osawatomie, Kansas		Demand Dep-0811 (0811)	140.00
						Accounts Receivable (A/R)	-140.00
01/10/2020	Check	1002	Yes	Visa		Demand Dep-0811 (0811)	-270.00
					Quickbooks One Year	3003 Computer Supplies and Software	270.00
02/05/2020	Deposit		Yes			Demand Dep-0811 (0811)	2,000.00
					Deposit	4272 NetWork Kansas Funding:NetWork Kansas Mini Grant Match	2,000.00
02/10/2020	Check	1003	Yes	Visa		Demand Dep-0811 (0811)	-375.00
					Destination Creation, Train the Trainer	2038 NetWork Kansas Program Commitments	375.00

**Greater Miami County Economic Development Corporation**  
**Budget vs. Actuals**

January 1 - February 10, 2020

	Actual	Total		Over Budget	% of Budget
		2020 Budget			
<b>Revenue</b>					
4272 NetWork Kansas Funding	2,000.00	10,000.00		-8,000.00	20.00%
4323 Cost Share Revenue	140.00	0.00		140.00	
4359 Donations from Miami County		0.00		0.00	
4432 Registration Fees	0.00	750.00		-750.00	0.00%
<b>Total Revenue</b>	<b>\$ 2,140.00</b>	<b>\$ 10,750.00</b>	<b>-\$</b>	<b>8,610.00</b>	<b>19.91%</b>
<b>Gross Profit</b>	<b>\$ 2,140.00</b>	<b>\$ 10,750.00</b>	<b>-\$</b>	<b>8,610.00</b>	<b>19.91%</b>
<b>Expenditures</b>					
2010 Professional Services	0.00	2,500.00		-2,500.00	0.00%
2015 Mini Grant Technical Training	0.00	2,000.00		-2,000.00	0.00%
2031 Registration and Filing Fees	0.00	50.00		-50.00	0.00%
2038 NetWork Kansas Program Commitments	375.00	9,000.00		-8,625.00	4.17%
2047 Bank and Credit Processing Fees		550.00		-550.00	0.00%
2065 Advertisements/Promotional Items	0.00	250.00		-250.00	0.00%
3001 Office Supplies	0.00	100.00		-100.00	0.00%
3003 Computer Supplies and Software	270.00	150.00		120.00	180.00%
3028 Miscellaneous	0.00	0.00		0.00	
3030 Meeting Expenses	0.00	500.00		-500.00	0.00%
<b>Total Expenditures</b>	<b>\$ 645.00</b>	<b>\$ 15,100.00</b>	<b>-\$</b>	<b>14,455.00</b>	<b>4.27%</b>
<b>Net Operating Revenue</b>	<b>\$ 1,495.00</b>	<b>-\$ 4,350.00</b>	<b>\$</b>	<b>5,845.00</b>	<b>-34.37%</b>
<b>Net Revenue</b>	<b>\$ 1,495.00</b>	<b>-\$ 4,350.00</b>	<b>\$</b>	<b>5,845.00</b>	<b>-34.37%</b>

Monday, Feb 10, 2020 12:41:14 PM GMT-8 - Cash Basis