



Ellsworth County Economic Development

Board of Directors Meeting

AGENDA

January 24, 2024 | 7pm

107 W 2ND ST

Call meeting to order

Additions to Agenda

Consent Agenda:

Approval of minutes from previous meetings

Treasurer's Report

Executive Director Report

Honorary Board Member Report

Board Member Comments

Next meeting date: February 28, 2024

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Grow Ellsworth County a.k.a Ellsworth County Economic Development
MINUTES
Board of Directors Meeting
December 6,2023

The meeting was called to order by President Justin Lindsley at 7:02pm.

Member Present: Stacie Schmidt, Colby Richard, Kregg Clarke, Debbie Kootz, Rachael Barta, Sarah Freeman, Jessica Homolka, Karen Bonar (by phone), Isabelle Lindsley, Justin Lindsley, Peter Solie, Layton Leiker, Jim Kirkbride, Aubrey Ptacek, Craig Freeman

Members Absent: Curt Glaser, Rachael Barta, Jon Halbgewachs

Guests: None

The minutes of the October meeting were reviewed. Jim Kirkbride made a motion to approve the minutes as presented. Kregg Clarke seconded. Motion carried unanimously.

The treasurer's report was reviewed. There were no notes except for that Network Kansas' attorney is still working on the demand letter for Blended Roots' delinquency. Jim Kirkbride made a motion to approve the treasurer's report. Colby Richard seconded. Motion carried unanimously.

Dashboard:

The dashboard was reviewed with no questions posed. The membership numbers from 2023 were removed from the dashboard, as the new membership drive started December 1.

Executive Director Communication

One business that we know of is currently utilizing Chamber Blue. Premiums were costly.

The Executive Director report provided a list of ongoing projects and their updates highlighted in yellow.

The new billboards owned by the city will be up by the end of the year. The two billboards at 56 and 70 have already been replaced.

The newly designed Relocation Guide is also complete, with Karen and Dawnae Bunch doing proofreading.

The daycare expansion project has been determined, so the use of \$90K in grant funds will move forward, with a deadline of March 2024 for the last request for funding.

The third party review was conducted by John Thaemert, Mark Kennedy, and Cindy Bender, with their letter of report included in the board packet. They are pleased with the processes and mechanisms in place. Some of their recommendations were implemented immediately,

i.e. initialing the invoice attached to the signed check (board member) and adding the reconciliation report from Quickbooks. Stacie will look into the cost of QB Remote for further consideration in the future.

A list of business news updates is in the Executive Director report. There is an additional capital stacking needed by a business (approx \$165,000) that will need to close around February 2024.

No news on Big Kansas Road Trip. The community champions are doing great at getting events and shop shops, etc submitted and information to their respective communities.

The 2024 membership drive began December 1 and will close February 29.

The office computers have been networked and off-site back-up mechanisms and safeties installed by H & B Communications.

The annual report was reviewed and discussed. The report does a good job at demonstrating the front facing side of our activities in 2023. It also lists all of the services and designated points of contact which should help add credibility to Michelle in her role.

Hometown Holidays is on Saturday.

Honorary Board Member:

Layton spoke about the YEC for 2024 and the upcoming informational meeting at the school. Challenge date will be February 20.

Executive Session:

The board entered executive session for 20 minutes for non-elected personnel at 7:30pm. Craig Freeman moved to go to Executive Session, seconded by Colby Richard. Motion passed. A motion to return to regular session was made by Peter Solie and seconded by Aubrey Ptacek at 7:40pm. Jim Kirkbride moved to award Michelle Skurkis a probationary retention bonus of \$1,000 and to award Stacie Schmidt a 10% salary bonus; seconded by Colby Richard. Motion passed unanimously.

Reports from Board Member Representatives

Craig invited the board to attend the New Year's Eve event and the Bluegrass event in January in Wilson.

Jessica Homolka announced that as of January 8, the east campus at ECF will reopen due to the improvement in workforce conditions.

Next board meeting will be January 24, 2024 at 7pm.

Karen Bonar moved to adjourn the meeting at 8:13 p.m., Craaig Freeman seconded, motion carried.

Respectfully,

Debra A. Kootz

Debra A. Kootz, ECED Secretary

Ellsworth County Economic Development Balance Sheet

As of January 19, 2024

Jan 19, 24

ASSETS

Current Assets

Checking/Savings

Cash in First Bank Chkg Special	137,570.89
Cash in First Bank Revolving	26,400.92
CSB Operating Account	18,764.41
Grow Ellsworth E-Community Fund	2,641.65
Certificate of Deposit	<u>102,155.71</u>
Total Checking/Savings	287,533.58

Other Current Assets

Note Rec- Blended Roots	19,260.15	*Delinquent*
Note rec.--Anthony Hopkins	\$1,495.04	
Note Rec. -- Kanopolis Drive-In	1,547.64	*Delinquent*
Note Receivable - GDB Inv LLC1	3,147.93	*Delinquent*
Noted Rec - Stambaugh LLC GROW	96,869.74	
Notes Rec - Stambaugh Ecomm	30,477.77	
Notes Rec - B & K Rupp LLC	31,987.16	
Notes Rec - Barta Investments	37,092.43	
Notes Rec - Coach & Four	19,303.97	
Notes Rec - K & K Carwash	30,717.94	
Notes Rec - Kansas Foods, LLC	5,271.89	
Notes Rec - Munchkinz Bakery	23,695.06	
Notes Rec - Oak Creek Chiro	189,411.30	
Notes Rec - Raised Rustic	20,182.84	
Notes Rec - Thornton Auto	37,542.94	
Notes Rec - Walker	33,426.20	
Notes Receivable - High Jinks	28,315.44	
Notes Rec - Petersen Enterprise	34,016.93	
Notes Rec - Deb's Coffee Café	<u>17,500.00</u>	
Total Other Current Assets	661,262.37	
Total Current Assets	948,795.95	

Fixed Assets

Accumulated depreciation	-347.05
Furniture and equipment	7,775.31
Highway 14 Assets	8,440.00
Hospital Addition Assets	<u>61,050.00</u>
Total Fixed Assets	76,918.26

TOTAL ASSETS

1,025,714.21

E-Community	231,896.65
KCIF	189,411.30
Start Up Kansas	37,542.94
Grow Kansas	96,869.74

Loan Balances Not Returning
\$555,720.63
Assets less balances not retur
\$469,993.58

Ellsworth County Economic Development Profit & Loss Budget vs. Actual YTD 2024 Expenses vs. Annual Budget

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Annual Banquet Ticket Sales	0.00		0.0%
Application Fee	0.00		0.0%
City Dues			
City of Ellsworth	0.00		0.0%
City of Holyrood	0.00		0.0%
City of Kanopolis	4,200.00		100.0%
City of Lorraine	0.00		0.0%
City of Wilson	0.00		0.0%
Total City Dues	4,200.00		100.0%
Donations	0.00		0.0%
Fundraiser - Flower Campaign	0.00		0.0%
Golf Tournament	0.00		0.0%
Golf Tournament Hole Sponsor	0.00		0.0%
Grant - Because We Care	0.00		0.0%
Grant - Big Kansas Road Trip	0.00		0.0%
Grant - STEM Camp	0.00		0.0%
Grant - Womens Conference	0.00		0.0%
Grant - YEC	2,200.00		
Interest Income	0.00		0.0%
Loan	0.00		0.0%
Membership	8,800.00		100.0%
Misc	0.00		0.0%
Professional Development Course	0.00		0.0%
Registration - Womens Conferenc	0.00		0.0%
Reimbursement	0.00		0.0%
Rental income	0.00		0.0%
Revolving Loan Annual Admin Fee	913.13		100.0%
STEM Camp - Sponsorship	0.00		0.0%
Transient Guest Tax	0.00		0.0%
Womens Conference - Registratio	139.00		100.0%
Workforce Incentive - NWKEICI	0.00		0.0%
Total Income	16,252.13		100.0%
Expense			
Accounting Expense	0.00		0.0%
Advertising	286.90		100.0%
Annual Banquet expense	0.00		0.0%
Balance due to County	0.00		0.0%
Bank Service Charges	0.00		0.0%
Big Kansas Road Trip Expense	0.00		0.0%
Bonus	0.00		0.0%

Ellsworth County Economic Development Profit & Loss Budget vs. Actual YTD 2024 Expenses vs. Annual Budget

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>% of Budget</u>
Certificate of Deposit	0.00		0.0%
Dues and Subscriptions	454.00		100.0%
Education	0.00		0.0%
Fees	0.00		0.0%
Filing Fee	0.00		0.0%
Flower Fundraiser - Expense	0.00		0.0%
Gifts	0.00		0.0%
Golf Tournament Expenses	0.00		0.0%
Grant - Because We Care Exp.	0.00		0.0%
Grant Expense	0.00		0.0%
Insurance	0.00		0.0%
Leadership Expense	0.00		0.0%
Loan Payout	0.00		0.0%
Meals and Entertainment	19.70		100.0%
Membership Benefit	0.00		0.0%
Membership Solicitation	0.00		0.0%
Mileage & Travel	0.00		0.0%
Miscellaneous	0.00		0.0%
NexGen Event Expense	0.00		0.0%
Office Expense			
Checks	0.00		0.0%
Computer & Printer Equipment	1,639.11		100.0%
Gas and Electric	127.30		100.0%
Misc.	37.00		100.0%
Office Expense - Chamber Phone	25.96		100.0%
Office Supplies	107.65		100.0%
Post Office Box	0.00		0.0%
Postage	100.52		100.0%
Rent Office Space	450.00		100.0%
Telephone	0.00		0.0%
Office Expense - Other	0.00		0.0%
Total Office Expense	2,487.54		100.0%
Printing and Reproduction	0.00		0.0%
Projects/Long Range Planning	0.00		0.0%
Scholarship	0.00		0.0%
STEM Camp- Sponsorship	0.00		0.0%
STEM Camp - Misc Expense	0.00		0.0%
Taxes	0.00		0.0%
Tourism Expense	0.00		0.0%
Transient Guest Tax Expense	0.00		0.0%
Travel & Conference Fees	0.00		0.0%
Utilities	0.00		0.0%

Ellsworth County Economic Development
Profit & Loss Budget vs. Actual
YTD 2024 Expenses vs. Annual Budget

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>% of Budget</u>
Women's Conference Expense	386.06		100.0%
Workforce Incentive Expense	0.00		0.0%
YEC Prize	0.00		0.0%
Total Expense	<u>3,634.20</u>		<u>100.0%</u>
Net Ordinary Income	<u>12,617.93</u>		<u>100.0%</u>
Net Income	<u><u>12,617.93</u></u>		<u><u>100.0%</u></u>

11:00 AM

01/19/24

Cash Basis

Ellsworth County Economic Development Transactions by Account As of January 31, 2024

Type	Date	Num	Name	Memo	Cir	Split	Original Amount	Paid Amount	Balance
Cash in First Bank Chkg Special									
Deposit	01/02/2024			Network Kansas		Grant - YEC	2,200.00	2,200.00	129,116.90
Deposit	01/02/2024			Ideal Real Estate		Membership	1,000.00	1,000.00	131,316.90
Deposit	01/02/2024			Kirkham Michael		Membership	500.00	500.00	132,316.90
Check	01/02/2024	DC	Amazon	Maico Industries		Membership	250.00	250.00	133,066.90
Check	01/02/2024	DC	Canva	Year Calendar		Office Supplies	-34.79	-34.79	133,032.11
Check	01/03/2024	DC	USPS			Advertising	-12.95	-12.95	133,019.16
Deposit	01/03/2024			Hoffhines/Millwood		Postage	-9.24	-9.24	133,009.92
Check	01/04/2024	DC	Hattie Jos			Membership	1,000.00	1,000.00	134,009.92
Check	01/04/2024	2146	High Jinks Rec Club	Kayla Erbebo member coffee venue		Meals and Entertain...	-19.70	-19.70	133,990.22
Check	01/04/2024	DC	US Post Office	Roll of stamps + city invoic...		Women's Conferen...	-250.00	-250.00	133,740.22
Deposit	01/05/2024			Deposit		Postage	-91.28	-91.28	133,648.94
Deposit	01/05/2024			Ellsworth County Indepen...		Womens Conferenc...	50.00	50.00	133,698.94
Deposit	01/05/2024			Lyons Federal Bank		Membership	150.00	150.00	133,848.94
Deposit	01/05/2024			K & K Carwash		Membership	500.00	500.00	134,348.94
Check	01/05/2024	DC	Amazon	Vision Board Supplies		Membership	250.00	250.00	134,598.94
Deposit	01/08/2024			H & B Communications		Women's Conferen...	-136.06	-136.06	134,462.88
Deposit	01/08/2024			Bonnie Plouitz - note: she ...		Membership	500.00	500.00	134,962.88
Check	01/10/2024	DC	Google	Storage on email		Womens Conferenc...	40.00	40.00	135,002.88
Deposit	01/10/2024			Rolling Hills		Computer & Printer ...	-1.99	-1.99	135,000.89
Deposit	01/10/2024			Midwest Energy		Membership	250.00	250.00	135,250.89
Check	01/11/2024	DC	SimpleTexting			Membership	250.00	250.00	135,500.89
Deposit	01/12/2024			First Bank Kansas		Dues and Subscripti...	-29.00	-29.00	135,471.89
Deposit	01/16/2024			Citizens State Bank		Membership	1,000.00	1,000.00	136,471.89
Deposit	01/17/2024			Deposit		Membership	500.00	500.00	136,971.89
Deposit	01/17/2024			Housing Authority The Pines		Undeposited Funds	250.00	250.00	137,221.89
Deposit	01/18/2024			Ellsworth County Historical...		Membership	150.00	150.00	137,371.89
Deposit	01/18/2024			Mikulecky		Membership	150.00	150.00	137,521.89
Total Cash in First Bank Chkg Special									
Cash in First Bank Revolving									
Transfer	01/02/2024			Funds Transfer		Notes Rec - Barta I...	460.28	460.28	25,443.64
Transfer	01/16/2024			Funds Transfer		Notes Rec - Raised ...	231.00	231.00	25,903.92
Transfer	01/18/2024			Funds Transfer		Note rec.--Anthony ...	266.00	266.00	26,134.92
Total Cash in First Bank Revolving									
CSB Operating Account									
Check	01/02/2024	1276	Curt Glaser	January		Rent Office Space	-450.00	-450.00	16,700.47
Check	01/02/2024	1278	ImageQuest	Copies		Computer & Printer ...	-262.59	-262.59	16,250.47
Check	01/02/2024	1279	UV & S			Misc.	-37.00	-37.00	15,987.88
Check	01/02/2024	1280	H & B Communication	Computer Networking		Computer & Printer ...	-1,234.99	-1,234.99	15,950.88
Check	01/02/2024	1281	Ellsworth County In...			Advertising	-273.95	-273.95	14,715.89
Check	01/02/2024	1282	Western Coop Elect...			Gas and Electric	-127.30	-127.30	14,441.94
Check	01/02/2024	1283	Nex-Tech Wfrelless			Office Expense - Ch...	-25.96	-25.96	14,314.64
Check	01/02/2024	1284	Chamber of Comme...	Chamber Blue		Dues and Subscripti...	-75.00	-75.00	14,288.68
Check	01/02/2024	1285	Ellsworth Kiwanis			Dues and Subscripti...	-100.00	-100.00	14,213.68
Check	01/02/2024	1286	TIAK			Dues and Subscripti...	-250.00	-250.00	13,863.68

11:00 AM

01/19/24

Cash Basis

Ellsworth County Economic Development Transactions by Account As of January 31, 2024

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Check	01/03/2024	1287	Xerox Financial Ser...	Office copies		Computer & Printer ...	-139.54	-139.54	13,724.14
Check	01/03/2024	1288	Robson's	2023		Office Supplies	-72.86	-72.86	13,651.28
Deposit	01/03/2024			Deposit		Revolving Loan Ann...	913.13	913.13	14,564.41
Deposit	01/17/2024					Undeposited Funds	4,200.00	4,200.00	18,764.41
Total CSB Operating Account									
Grow Ellsworth E-Community Fund									
Transfer	01/03/2024			Funds Transfer		Notes Rec - B & K ...	500.00	500.00	3,822.00
Check	01/03/2024	1241	Kansas Center for E...	B & K Rupp		E-Community Loan ...	-490.00	-490.00	4,322.00
Transfer	01/04/2024			January		Notes Rec - Walker	416.00	416.00	3,832.00
Check	01/04/2024	1242	Kansas Center for E...	Walkers		E-Community Loan ...	-406.00	-406.00	4,248.00
Transfer	01/04/2024			Funds Transfer		Notes Receivable - ...	489.69	489.69	3,842.00
Check	01/04/2024	1243	Kansas Center for E...	High Jinks		E-Community Loan ...	-479.69	-479.69	4,331.69
Transfer	01/05/2024			Deposit		Notes Rec - K & K ...	488.00	488.00	3,852.00
Check	01/05/2024	1244	Kansas Center for E...	K & K Canwash		E-Community Loan ...	-478.00	-478.00	4,340.00
Transfer	01/05/2024			Funds Transfer		Notes Rec - Oak Cr...	2,234.93	2,234.93	3,862.00
Check	01/05/2024	1245	Kansas Center for E...	Oak Creek		E-Community Loan ...	-2,224.93	-2,224.93	6,096.93
Transfer	01/08/2024			Funds Transfer		Notes Rec - Thornto...	974.58	974.58	3,872.00
Check	01/08/2024	1246	Kansas Center for E...	Oak Creek		E-Community Loan ...	-2,224.93	-2,224.93	4,846.58
Transfer	01/10/2024			Grow + E-Comm		Noted Rec - Stamb...	1,466.00	1,466.00	2,621.65
Check	01/10/2024	1247	Kansas Center for E...	Stambaugh GROW		E-Community Loan ...	-1,112.00	-1,112.00	4,087.65
Check	01/10/2024	1248	Kansas Center for E...	Stambaugh E-Comm		E-Community Loan ...	-334.00	-334.00	2,975.65
Total Grow Ellsworth E-Community Fund									
							-1,180.35	-1,180.35	2,641.65
TOTAL							10,294.86	10,294.86	185,377.87