

Ellsworth County Economic Development
MINUTES
Board of Directors Meeting
January 25, 2023 | 7pm

The meeting was called to order by Vice-President, Jon Halbgewachs at 7:02 p.m.

Members Present: Stacie Schmidt, Curt Glaser, Jon Halbgewachs, Peter Solie, Craig Freeman, Debbie Kootz, Sarah Freeman, Jessica Homolka, Rachael Barta, Aubrey Ptacek, Layton Leiker, Chase Bourbon

Members Absent: Justin Lindsley

Guests: Melissa Miller, Attorney; Colby Richard, Gregg Clarke, Jim Kirkbride, Karen Bonar via phone

No additions to the agenda. The minutes from the November meeting were reviewed and approved. A motion was made by Peter and seconded by Rachael. Motion carried unanimously.

The treasurer's report was reviewed. Blended Roots is delinquent, but approved by Network Kansas due a pending short sale on or before February 14. Craig moved to approve the report, Aubrey seconded, motion carried unanimously.

Board members, including potential new at-large members introduced themselves.

Melissa presented the amended bylaws. Through consensus, changes were requested as follows:

1. Amending the section with regard to political office to state that the Corporation will not lend its endorsement to the election of any candidate for any political office.
2. Amending the notice required for all meetings to require that the meetings are properly marketed via the best available marketing strategy instead of requiring publication notice.
3. Amending the requirements for the Honorary board member positions to be that they reside in Ellsworth County instead of attending a specific school district.
4. Clarifying that there are up to 5 at large positions allowed with the total number of positions being in the discretion of the board
5. Moving the Nominating Committee section as presented under Article 3 to be under Article 7
6. Removing the requirement that a board member resignation notice require the date of appointment and the end of the term being vacated
7. Altering the process for board vacancies in the at-large position to include the option for the board to appoint someone to fill the remainder of the term or have a new person elected at the next available election
8. Amending the Conflict of Interest section to allow a board member with a conflict of interest to participate in discussion while abstaining from the vote but require that

they announce their conflict of interest at the beginning of the discussion or at the time the conflict of interest is discovered.

9. Amending the Executive Director section to allow him/her to assign any duties under this section to a new employee
10. Various typographical/grammatical corrections

Contingent upon the discussed changes being made, Peter made a motion to approve the amendment to the bylaws. Craig seconded. Motion carried unanimously.

Curt made a motion to approve the appointed membership representatives of Colby Richard, Kregg Clarke, Jim Kirkbride, and Karen Bonar. Jessica seconded. Motion carried unanimously. The terms were selected by random draw as follows:

Colby Richard – 2 years

Kregg Clarke -3 years

Jim Kirkbride – 3 years

Justin Lindsley- 2 years

Karen Bonar – 1 year

Executive Director Communication

Stacie requested signed Confidentiality and Conflict of Interest Annual forms from all board members.

Stacie presented the 2023 budget. Assumptions were reviewed, and membership budget for income was discussed, as well as the potential approval of a loss for 2023. Peter made the motion to table the approval of the 2023 budget. Aubrey seconded. Motion carried unanimously.

In order to gain interest from our cash reserves, Curt made the motion to put up to \$100,000 for CD bid to local bank investors in the county. Executive board to approve the highest bid and length of term. Craig seconded. Motion carried unanimously.

Update on assistant director – tabled until next month in accordance with the 2023 budget.

The Travel Kansas ad request was approved via motion by Peter and second by Colby. Motion carried unanimously.

Board members are asked to review the new dashboard and provide feedback on content before next meeting. Curt requested unemployment numbers.

Upcoming events were reviewed.

Annual meeting will be at the Legion on March 22 with speaker Tim Steffensmeier.

Honorary Board Member

Chase and Layton: Invited to present at the Dane Hansen Forum in March on youth engagement.

Reports from Board Member Representatives

Craig invited everyone to Rural Roots music festival this weekend at The Barn.

Debbie moved to adjourn the meeting, Aubrey seconded, motion carried.

Respectfully,

Debra A. Kootz

Debra A. Kootz, ECED Secretary

Ellsworth County Economic Development
MINUTES

Pursuant to the authorization given to the Executive Committee to make a decision on the RFPs for a CD, an email motion was made by Jon Halbgewachs as follows: "I motion for \$100,000 to be placed in a 6 month CD with Ellsworth Federal Bank. It is understood the rate will be 4.27%." Said motion was seconded by Debbie Kootz. Motion passed with Curt Glaser abstaining due to conflict of interest.

Respectfully,



Debra A. Kootz, ECED Secretary

Original Email Information

From: Stacie Schmidt <ewcountyeconomicdevelopment@gmail.com>
Sent: Tuesday, February 7, 2023 2:27 PM
To: Debbie Kootz <cdkootz@gmail.com>; Curt Glaser <glaser@firstbankkansas.com>; Justin Lindsley <justin.c.lindsley@gmail.com>; Jon Halbgewachs <jhalbgewachs@kirkham.com>
Subject: CD RATES

Executive Board-

Pursuant to our last board meeting, an RFP went out to all in county banks that were investors in Grow Ellsworth County for CD rates.

The RFP went to: Ellsworth Federal Bank, First Bank Kansas, and Citizens State Bank & Trust and the deadline to respond was today. The responses were as follows:

Citizens State Bank:

Citizens State Bank & Trust Co is happy to submit the following Certificate of Deposit bid:

	Rate	APY
6 months	4.23%	4.30%
1 year	4.22%	4.29%

Ellsworth Federal Bank: Bid attached

First Bank Kansas:

The interest rate would be 4.15% (4.22% APY) for 6 months and 1 year. This would apply to both the \$50,000 amounts or one \$100,000 amount.

Curtis Glaser, NMLS#740399
Executive Vice President
FIRST BANK KANSAS
Ph#785-472-5588
Direct line 785-472-9161

The board gave authority to the Executive board to act on the information received. Therefore, I would request a motion, second, and votes for the selection.

Thank you,
Stacie

Ellsworth County Economic Development Balance Sheet

As of February 16, 2023

Feb 16, 23

ASSETS

Current Assets

Checking/Savings

Cash in First Bank Chkg Special	106,137.77
Cash in First Bank Revolving	43,221.32
CSB Operating Account	191,049.05
Grow Ellsworth E-Community Fund	2,718.00
Total Checking/Savings	343,126.14

Other Current Assets

Note Rec- Blended Roots	36,530.48	Projected Short Sale: \$15,891.45
Note rec.--Anthony Hopkins	4,592.84	
Note Rec. -- Kanopolis Drive-In	2,331.95	
Note rec. - SHRustic, LLC	1,187.87	
Note Receivable - GDB Inv LLC1	3,492.41	
Notes Rec - B & K Rupp LLC	35,782.24	
Notes Rec - Barta Investments	39,016.36	
Notes Rec - Coach & Four	20,957.31	
Notes Rec - K & K Carwash	34,467.12	
Notes Rec - Kansas Foods, LLC	8,994.50	
Notes Rec - Margaret Kepka	2,818.01	
Notes Rec - Munchkinz Bakery	26,022.56	Paid in advance- not delinquent
Notes Rec - Oak Creek Chiro	207,490.66	
Notes Rec - Thornton Auto	41,441.71	
Notes Rec - Walker	36,263.25	
Notes Receivable - High Jinks	32,172.87	
NotesRec - Petersen Enterprise	37,588.45	
Total Other Current Assets	571,150.60	
Total Current Assets	914,276.74	
Fixed Assets		
Accumulated depreciation	-347.05	
Furniture and equipment	7,775.31	
Highway 14 Assets	8,440.00	
Hospital Addition Assets	61,050.00	
Total Fixed Assets	76,918.26	
TOTAL ASSETS	991,195.00	

E-Community	238,826.97
KCIF	207,490.66
StartUp Kansas	41,441.71

Loan Balances Not Returnng	487,759.34
Assets less balances not returning	503,435.66

Ellsworth County Economic Development Profit & Loss Budget vs. Actual YTD 2023 Expenses vs. Annual Budget

Ordinary Income/Expense	Jan - Dec 23	Budget	% of Budget
Income			
Annual Banquet Ticket Sales	75.00	450.00	16.67%
Application Fee	0.00	200.00	0.0%
City Dues			
City of Ellsworth	50,400.00	50,400.00	100.0%
City of Holyrood	3,600.00	3,600.00	100.0%
City of Kanopolis	4,200.00	4,200.00	100.0%
City of Lorraine	400.00	400.00	100.0%
City of Wilson	3,150.00	6,300.00	50.0%
Total City Dues	61,750.00	64,900.00	95.15%
County Contribution	0.00	71,500.00	0.0%
E-Community Administrative Fund	0.00	0.00	0.0%
Fundraiser - Flower Campaign	650.00		
Grant	0.00	3,850.00	0.0%
Grant - Mural Making	0.00	0.00	0.0%
Grant - STEM Camp	0.00	0.00	0.0%
Grant Administration Fees	0.00	0.00	0.0%
Interest Income	19.53	127.04	15.37%
Leadership	-160.83	2,550.00	-6.31%
Loan	0.00	0.00	0.0%
Loan Origination/Admin Fee	0.00	100.00	0.0%
Membership	13,250.00	22,000.00	60.23%
Misc	1,706.71	0.36	474,086.11%
NexGen Event	0.00	0.00	0.0%
Professional Development Course	0.00	0.00	0.0%
Reimbursement	0.00	0.00	0.0%
Rental income	0.00	1,102.50	0.0%
RLF Reimbursement	0.00	730.78	0.0%
STEM Camp- Fundraising (pie)	0.00	0.00	0.0%
STEM Camp - Sponsorship	520.00	0.00	100.0%
Tax Credit Partner Program	0.00	0.00	0.0%
Workforce Incentive - NWKEICI	0.00	0.00	0.0%
Total Income	77,810.41	167,510.68	46.45%
Expense			
Accounting Expense	0.00	2,675.00	0.0%
adjustment	0.00	0.00	0.0%
Advertising	535.46	3,750.00	14.28%
Annual Banquet expense	150.00	1,000.00	15.0%
Balance due to County	0.00	18,000.00	0.0%
Bank Service Charges	10.20	104.64	9.75%
Bonus	3,750.00	0.00	100.0%
Contract Labor	0.00	152.50	0.0%
Donation	0.00	75.00	0.0%

**Ellsworth County Economic Development
Profit & Loss Budget vs. Actual
YTD 2023 Expenses vs. Annual Budget**

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
Dues and Subscriptions	203.31	2,641.64	7.7%
Education	0.00	1,200.00	0.0%
Filing Fee	0.00	132.50	0.0%
Flower Fundrauser - Expense	759.50		
Gifts	0.00	0.00	0.0%
Insurance	0.00	484.00	0.0%
Leadership Expense	0.00	250.00	0.0%
Marketing Services	0.00	4,800.00	0.0%
Meals and Entertainment	512.41	1,100.00	46.58%
Membership Benefit	130.83	2,750.00	4.76%
Mileage & Travel	322.92	3,808.31	8.48%
Miscellaneous	477.37	0.00	100.0%
Mural Making - Grant Expense	0.00	0.00	0.0%
NexGen Event Expense	0.00	2,400.00	0.0%
Office Expense			
Checks	0.00	130.39	0.0%
Computer & Printer Equipment	26.28	3,318.26	0.79%
Gas and Electric	469.86	1,816.75	25.86%
Misc.	74.00	327.25	22.61%
Office Expense - Chamber Phone	79.18		
Office Supplies	85.08	1,244.00	6.84%
Post Office Box	0.00	74.00	0.0%
Postage	0.00	187.63	0.0%
Rent Office Space	450.00	5,400.00	8.33%
Telephone	87.81	1,053.00	8.34%
Office Expense - Other	59.00	163.01	36.19%
Total Office Expense	1,331.21	13,714.29	9.71%
Payroll Expenses (County side)	0.00	81,415.00	0.0%
Payroll Taxes (County side)	0.00	24,425.00	0.0%
Printing and Reproduction	126.68	1,551.50	8.17%
Professional Fees/Legal	0.00	375.00	0.0%
Project Seed Money	0.00	0.00	0.0%
Projects/Long Range Planning			
Business Seminar	0.00	0.00	0.0%
Projects/Long Range Planning - Other	0.00	0.00	0.0%
Total Projects/Long Range Planning	0.00	0.00	0.0%
Repairs			
Computer Repairs	0.00	0.00	0.0%
Total Repairs	0.00	0.00	0.0%
RLF Servicing Fee	0.00	730.78	0.0%
Scholarship	0.00	1,000.00	0.0%
STEM Camp- Sponsorship	1,500.00	0.00	100.0%
STEM Camp-Ple Fundraising Expen	0.00	0.00	0.0%
STEM Camp Fundraising (pies)	0.00	0.00	0.0%

Ellsworth County Economic Development
Profit & Loss Budget vs. Actual
 YTD 2023 Expenses vs. Annual Budget

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
Taxes	0.00	2,378.72	0.0%
Tourism Expense	953.20		
Travel & Conference Fees	182.79	3,000.00	6.09%
Workforce Incentive Expense	4,500.00	0.00	100.0%
YEC Prize	0.00	3,850.00	0.0%
Total Expense	<u>15,445.88</u>	<u>177,763.88</u>	<u>8.69%</u>
Net Ordinary Income	<u>62,364.53</u>	<u>-10,253.20</u>	<u>-608.25%</u>
Net Income	<u><u>62,364.53</u></u>	<u><u>-10,253.20</u></u>	<u><u>-608.25%</u></u>

**Ellsworth County Economic Development
Transactions by Account
As of February 28, 2023**

	Type	Date	Num	Name	Memo	Ch	Split	Original Amount	Paid Amount	Balance
Cash In First Bank Chng Special	Deposit	02/01/2023								106,449.38
	Deposit	02/02/2023			Midland Railroad, Czech Agst, Midland Mercantile			650.00	650.00	109,059.38
	Deposit	02/02/2023			TK & Company			250.00	250.00	109,309.38
	Check	02/03/2023		Canva	Badan community College			150.00	150.00	109,159.38
	Deposit	02/03/2023						-12.95	-12.95	109,146.43
	Check	02/03/2023	2074	the jetti place	seiz			500.00	500.00	109,146.43
	Deposit	02/03/2023			Centiplices and awards			-759.50	-759.50	109,168.93
	Check	02/08/2023	2075	Jessica Jungers	Shedda, Refine Design, Road			95.00	95.00	109,263.93
	Deposit	02/08/2023		Hella Jon	Wordforce Accounting Expense			-4,000.00	-4,000.00	105,263.93
	Check	02/08/2023	DC	the petal place	Deposit			150.00	150.00	105,413.93
	Check	02/09/2023	DC	Google	Sweetshat Sunflower Showdown			-60.89	-60.89	105,353.04
	Deposit	02/10/2023			Storage on email			-1.99	-1.99	105,355.03
	Deposit	02/13/2023			1st Street Storage			250.00	250.00	105,605.03
	Deposit	02/13/2023			Kovens			500.00	500.00	106,105.03
	Check	02/15/2023	DC	Subway	Golden Plains Credit Union			250.00	250.00	105,855.03
	Check	02/15/2023	DC	Canva	YES Lunch			-160.78	-160.78	105,694.25
	Check	02/15/2023	DC	Canva	Advertising			-33.00	-33.00	105,661.25
Total Cash In First Bank Chng Special					Business Cards			-37.50	-37.50	105,623.75
Cash In First Bank Rerolling	Transfer	02/06/2023			February			-2,271.61	-2,271.61	103,352.14
	Transfer	02/06/2023			February & March			460.28	460.28	103,812.42
Total Cash In First Bank Rerolling								460.28	460.28	104,272.70
CSB Operating Account	Deposit	02/10/2023	1157	Chamber Bute				-75.00	-75.00	104,197.70
	Deposit	02/10/2023			Deposit			3,150.00	3,150.00	107,347.70
	Deposit	02/15/2023		Hoffman x 2	Annual Banquet Ticket Sales			50.00	50.00	107,397.70
Total CSB Operating Account								3,125.00	3,125.00	110,522.70
Grew Ellsworth E-Community Fund	Transfer	02/02/2023			Deposit			480.00	480.00	111,002.70
	Transfer	02/02/2023			Funds Transfer			480.00	480.00	111,482.70
	Check	02/02/2023	1138	Kansas Center for Entrepreneurship	Peterson Enterprises Jan & Feb			-956.00	-956.00	110,526.70
	Transfer	02/02/2023			High Jinks			489.83	489.83	111,016.53
	Check	02/02/2023	1139	Kansas Center for Entrepreneurship	High Jinks			-479.63	-479.63	110,536.90
	Transfer	02/03/2023			February			416.00	416.00	110,952.90
	Check	02/03/2023	1140	Kansas Center for Entrepreneurship	Walker			-406.00	-406.00	110,546.90
	Transfer	02/06/2023			February			500.00	500.00	111,046.90
	Check	02/06/2023	1141	Kansas Center for Entrepreneurship	B & K Rupp Feb			-490.00	-490.00	110,556.90
	Transfer	02/07/2023			February			487.29	487.29	111,044.19
	Check	02/07/2023	1142	Kansas Center for Entrepreneurship	Thornton Auto Parts February			-477.29	-477.29	110,566.90
	Transfer	02/08/2023			February			489.00	489.00	111,055.90
	Check	02/08/2023	1143	Kansas Center for Entrepreneurship	K & K Carwash			-478.00	-478.00	110,577.90
	Transfer	02/15/2023			February			2,224.93	2,224.93	112,802.83
	Check	02/15/2023	1144	Kansas Center for Entrepreneurship	Funds Transfer			-2,224.93	-2,224.93	110,577.90
	Check	02/15/2023			Oak Creek			80.00	80.00	110,657.90
Total Grew Ellsworth E-Community Fund								1,655.67	1,655.67	112,313.57
TOTAL										112,313.57