

**Economic Development Commission
Advisory Committee
Notice of Meeting
Thursday, May 11, 2017 8:30 a.m.**

To: Committee Members

Graham Foust, Chair	Ty Arneson, Vice Chair	Clint Francis	Mark Stenstrom
Matt Junghans	Mark Powers	LaFarris Risby	
City Commissioner Mike Ryan		County Commissioner Charles Stimatze	

From: Finance Manager

AGENDA

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Please respect others by turning all cell phones off and not talking when someone else is. Thank you!

- I. Call the Meeting to Order**
- II. Approval of Agenda**
- III. Approval of Minutes – April 20, 2017**
- IV. Financial Reports – April**
- V. Public Comments**
- VI. Old Business**
 - A. Military Workforce Summit May 19th 8:30 a.m. to 6:30 p.m.
- VII. New Business**
 - A. **RLF – Update on plans to get RLF under control**
No information available at time of meeting.
 - B. **E-Community**
 - C. **Regional Economic Development Group (HRMN)**
- VIII. Action Items**
NONE
- IX. Monthly Update**
 - **NRP – No update received upon request from County**
 - **Building permits – NO NEW CONSTRUCTION**
April:
0 Residential New constructions (2 Residential additions, 20 Residential remodel)
0 Commercial/ Industrial New Construction (2 Commercial additions, 9 Commercial remodel)
42 Other (demo, sign, fence, etc)
YTD:
0 Residential New constructions (11 Residential additions, 79 Residential remodel)
2 Commercial/ Industrial New Construction (5 Commercial additions, 19 Commercial remodel)
119 Other (demo, sign, fence, etc) (+ 1 house move)
 - **WRC**
- X. Director’s Report**
 - A. Director’s Report/ Updates
 - B. Prospect Report
- XI. Chairman’s Remarks**
- XII. Announcements**
- XIII. Adjourn – Next meeting TBD (Mickey will be attending Site Forum)
June 15th 8:30 a.m.**

**Economic Development Commission
Advisory Committee
Meeting**

Thursday, April 20, 2017 8:30 a.m.

To: Committee Members

Graham Foust, Chair

Matt Junghans

City Commissioner Pat Landes (Mike Ryan)

Ty Arneson, Vice Chair

Mark Powers

Clint Francis

LaFarris Risby

County Commissioner Charles Stimatze

Mark Stenstrom

From: Graham Foust, Chairman

Minutes

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Please respect others by turning all cell phones off and not talking when someone else is. Thank you!

I. Call the Meeting to Order:

8:30 a.m. Graham Foust, Chair called the meeting to order. All committee members were present (with Mike Ryan representing Pat Landes). Others in attendance were Lydia Kautz, Allen Dinkel, Katrina Higby; JCACC Finance Manager, Mickey Fornaro-Dean; EDC Director, and Dennis Beson; JCACC President/CEO.

II. Approval of Agenda:

Mark Powers moved and Ty Arneson seconded to approve the agenda. Motion carried 7/0.

III. Approval of Minutes: March 9, 2017

It was pointed out that the Agenda and Minutes need to be changed to remove "ex-officio" positions and include Pat Landes and Charles Stimatze as voting committee members as per the amended master agreement. *Ty Arneson moved and Clint Francis seconded to approve the minutes of the March meeting with the proposed changes. Motion carried 7/0.*

IV. Financial Reports:

Mickey reiterated to the Committee that the travel/convention costs are going to be split with JC 1st via an invoice for reimbursement from EDC.

Mark Powers moved and LaFarris Risby seconded to accept the March 2017 financial report. Motion carried 7/0.

V. Public Comments

None.

VI. Old Business:

A. County Marketing Plan

Dennis Beson reviewed the progress with the Marketing plan. Three companies have presented to the committee that is made up of 10 different local entities (USD 475, City of Grandview Plaza, City of JC, City of Milford, Geary Community Hospital, Geary County, EDC, JC 1st, Cloud County Community College, and Junction City Board of Realtors and Renters' Association). The EDC advisory committee has already approved up to \$15,000 to contribute towards the campaign for this year and it is in the budget for next year also. Dennis stated in the next 2 weeks we should have an answer from the other participating entities as to their ability and willingness to contribute. Graham Foust added that the E-Community has some marketing funds available that could possibly be contributed to the campaign as well.

B. SWOT Analysis

Mickey announced that she has completed her SWOT interviews at a total of 41. She states that now she has over 500 pages of notes to review and compile into a report. She also added that she was unable to connect with some people that were interested in the interviews or that she was interested in interviewing. If anyone who was not interviewed is interested, you are more than welcome to fill out the questionnaire and get it back to her to be added to the compiled report.

Charles Stimatze arrived.

VII. New Business

A. Strategic Doing Report

Mickey explained the concept of the “Strategic Doing” as not just creating a strategic plan but executing it and making sure that the plan doesn’t fall through without the execution. Strategic Doing was a training put on by Perdue University and held at KSU. A 9-member team from JC/GC including Phyllis Fitzgerald, Charles Stimatze, Brad Johnson, Jeff Tucker, Bob Cervera (representing Theresa Bramlage), Janie Murk, Perry Wiggins, and Mickey Dean attended the training. Mickey explained this process is designed to teach you how to actually execute the strategic plans that are made by building a framing question and then breaking the plan into smaller steps. Charles Stimatze stated that he believes this training what very useful and if implemented correctly it would definitely help in project/strategic plan execution. He explained it would assess the community members involved and utilize their strengths to split up tasks more effectively to complete community projects.

Mickey stated that the JC/GC team created a framing question for our community. “How do we get attention and attract more young professionals to Junction City/ Geary County?”

VIII. Action Items:

A. 2018 budget Approval

Mickey announced that due to meeting schedule changes the Board of Directors approved the 2018 EDC budget contingent upon EDC Advisory Committee’s approval. Mickey reviewed, with the Advisory Committee, the significant changes to the budget for 2018 to include carryover of \$52,500 to be consumed in 2018 and a 3.9% proposed increase from the County based on the Consumer Price Index (CPI). This will establish an operating budget of approximately \$314,125.00 for the EDC.

Mickey also pointed out that this year, JC 1st has approved funding to help with conventions and travel for Mickey and will help absorb some of the deficit in the budget for 2017.

Mark Powers inquired as to why the “recruitment and retention” line item was down \$9500. Mickey explained that the funds for that line item were reallocated to other areas where she felt they could be put to better use for economic development purposes.

Mark Powers moved and Matt Junghans seconded to approve the 2018 EDC budget as presented. Motion carried 8/0.

IX. Monthly Update

A. NRP:

No information provided for the April 2017 meeting. Charles Stimatze is going to assist in getting that report from the county for the next meeting.

B. RLF (Community Development Block Grant):

10 Total
4 current (30 days or less)
6 Past Due (4 closed and/or in litigation; 2 delinquent)

Mickey referred to the RLF (CDBG) report included in the agenda packet. The concern about the balloon payment for JC Bowl was discussed.

Mickey informed the advisory committee that a conversation with Cheryl Beatty lead to an inquiry to the state program. As a result of that phone call it came to light that our CDBG program is non-compliant and is going to go through an audit this morning following this EDC meeting.

Mark Powers inquired as to whether or not we will have to go after the people that are past due on this list. Mickey responded that it was a possibility depending on what the audit revealed about our non-compliance.

C. Building permits: NO NEW CONSTRUCTION

Mark Powers expressed concern as to the lack of any new building permits this year to date, stating “we have more buildable lots available than anyone in our area!” Allen Dinkel pointed out that there are already 350 houses on the market currently.

February:

0 Residential New constructions (4 Residential additions, 19 Residential remodel)

0 Commercial/ Industrial New Construction (0 Commercial additions, 4 Commercial remodel)

26 Other (demo, sign, fence, etc)

YTD:

0 Residential New constructions (6 Residential additions, 36 Residential remodel)

0 Commercial/ Industrial New Construction (2 Commercial additions, 6 Commercial remodel)

42 Other (demo, sign, fence, etc) (+ 1 house move)

D. E-Community:

Graham Foust stated that an E-Community meeting had been held on April 6, 2017 with the next meeting to be May 4th. The next meeting will include the local financial institutions, accountants, possibly real estate representatives, and the EDC Board will be invited also. The meeting is to be an informational meeting on the program and what is available and how to utilize the funds. Shelly with Network Kansas will be here to speak.

Graham also informed the committee that there is a possible project in the works with the Young Professional of Junction City. (Ice House)

E. WRC:

Mickey Fornaro-Dean stated that there are 113-160 students to be tested and that Vern Stephens stated he will get as many tested as possible this Spring but the rest would be completed in the fall, as there are already a lot of tests being administered to the students currently.

Mickey also pointed out that we only have 31 of our 37 needed companies signed up as supporters. Inquiries were made as to how to verify who is or is not signed up. Dennis stated we do have that list and you can also access that information on the ACT- Work Ready website.

F. Regional Economic Development Group:

Mickey informed the committee that at the last meeting with the regional group, she introduced the idea of a Tri-County (Geary, Pottawattamie, and Riley Counties) “marketing” idea to host site selectors for luncheons/dinners etc. to show off our local region. This strategy would entail hosting a gathering at a location in each respective county to help show off what we have to offer to various site selectors, much like Team Kansas used to do.

X. Director’s Report

A. Director’s Report/ Updates

Military Workforce Summit will be held May 19th from approximately 8:30 a.m. to 6:00 p.m. at the Geary County Convention Center. Geary County CVB will be hosting the breakfast, JC 1st will be hosting the reception that evening, and the luncheon sponsorship is still being addressed at this time.

Mark Burris, Owner of Superior Holdings Company, is moving all operations from Iola, KS to Junction City/ Geary County. Mickey spoke with Mark earlier in the week and he informed her that he has a gentleman coming up to manage the location and will more than likely be moving to the area.

Mickey met with General Frank to discuss how we can continue to support Fort Riley and the army locally.

A retail committee is being formed to work on supporting retailers locally with recruitment and education tools. The first meeting was held, but unfortunately had a small turnout, so Mickey and Dennis are going to try again and get the word out to obtain a larger support group for this committee.

Mickey reviewed her attendance of the IAMC Spring Forum in Tampa, FL last week. She explained to the Advisory Committee that it is comprised of Corporate Real Estate Representatives for Fortune 100 and Fortune 500 companies along with site locators and a select group of EDC professionals.

B. Prospect Report

Mickey reviewed the prospect report. We are up to 13 active prospect projects and averaging about 4.3 projects per month.

Project "First Out" is a success (Superior Holding Company)

Project "Roll Tide" had a site visit before Mickey left for IAMC.

Project "Race" is a success (Greyhound) has found a temporary location.

Project "San Diego" had a site visit before the IAMC Forum.

XI. Chairman's Remarks

None

XII. Executive Session for Trade Secrets:

None

XIII. Announcements

Charles Stimatze reported that a replacement for Pat Hunter's position at the Health Department has been hired. The city currently has 6 candidates for the Director's position at the Animal Shelter. Mark Powers inquired from Mickey as to whether she is getting adequate support from this committee or if there is more we could be doing. Mickey stated, "at this time, yes!!" If that changes in the future and she requires more involvement from the committee she will definitely reach out and recruit help.

XIV. Adjourn – Next meeting April 13, 2017

With no further business, Graham Foust adjourned the April EDC meeting at 9:53 a.m.