

Ellsworth County Economic Development  
MINUTES  
Board of Directors Meeting  
March 23, 2022

The meeting was called to order by president, Justin Lindsley at 7:02p.m.

Member Present: Stacie Schmidt, Justin Lindsley, Debbie Kootz, Sarah Freeman, Craig Freeman, Peter Solie, Jon Halbgewachs, Charles Lewing, Aubrey Ptacek and Chase Bourbon.

Members Absent: Jessica Homolka, Curt Glaser and Hannah Andringa.

Guests: Melissa Miller, Greg Bender.

The minutes of the January 26, 2022 meeting were reviewed. Peter moved to approve the minutes, Craig seconded, minutes approved.

The treasurer's report as of March 17, 2022 for the balance sheet and March 31, 2022 for the expense report, with budget numbers included was reviewed by Stacie. Jon moved to approve the report, Sarah seconded, motion carried.

**Dashboard:**

*REVOLVING LOANS:* Approved a \$15,000 loan, but has not been funded.

**Executive Director Communication**

*ANNUAL MEETING:* Stacie reported the annual meeting went well, with the exception of a glitch with the food. She received several positive reports, but had one ask why we did not give a financial report. This has never been reported on in previous meetings, but will be added to future meetings.

*ANNUAL CONFIDENTIALITY AGREEMENT:* Stacie reminded that some board members still need to sign a confidentiality agreement for the year of 2022. She will send an email tomorrow to those who still need to sign.

*MEMBERSHIP RENEWAL UPDATE:* Stacie reported she had received 31 business membership renewals and all of the municipal renewals except Wilson's second half. She noted she eliminated the levels this year and continues to inform people about the difference between ECED and the Chamber of Commerce. She has sent out three emails requesting and reminding businesses about membership. The city of Wilson will make their membership in two installments as per usual

*BOARD TERMS AND RENEWALS:* Charles Lewing and Aubrey Ptacek attended as prospective new board members. Charles is the Ellsworth County Medical Center CFO and would represent the City of Holyrood. Aubrey is employed by Wilson State Bank and the Midland Hotel and would represent the City of Wilson. This leaves Commissioner Bender's position open. Pete moved to approved the appointments of Charles and Aubrey, Craig seconded, motion carried.

*PRINC APPRAISAL APPROVAL:* Stacie presented a bill of \$850 for the Antique Mall. She stated the Antiques Mall has been under contract for long time, the buyer has paid for a new roof and an IRS lien waiver needs to happen for a clean title. In order for the transaction to be completed a new appraisal was required and since the buyer has intentions of future projects for the county, Stacie recommended that ECED pay for the new appraisal. Jon moved to approve ECED paying the bill, Peter seconded, motion carried.

*WEBSITE/PUBLISHING MINUTES:* Discussion was held about posting the minutes and financials on the website. Melissa recommended that possible ways to handle this would be to publish the agenda before the

meeting, but with a little more detail 48 hours before the meeting and then follow with minutes and financials after approved. Peter moved to publish the minutes and financials upon approval of ECED on its website, Sarah seconded, motion carried.

**2022 BUDGET:** Stacie reviewed the proposed budget for 2022. Jon moved to approve the budget, Debbie seconded, motion carried. We will receive the second half of the ARPA Funds administration fees.

**LEADERSHIP ELLSWORTH COUNTY:** The leadership classes have been rescheduled to begin June 2022. Stacie also stated she did not get into this years Leadership Kansas class.

Stacie asked that everyone take time to review the ECED new website at [www.growellsworthcounty.com](http://www.growellsworthcounty.com).

#### **Honorary Board Member Reports:**

Chase: He was involved in a youth focus group. There were eight to nine students attending discussing what was good and bad with the county. One of the positive was a great downtown in Ellsworth and a negative were the school district. The purpose of the focus group was to gather data for offering youth to help on nonprofit community boards. This focus group sparked the Youth on Board initiative and youth leadership program.

Hannah: Absent

#### **Reports from Board Member Representatives**

Wilson Legislative Coffee was held on Feb 26, 2022. They had a good turnout with discussion on the school district and were a kickoff for the Wilson downtown.

Lorraine has been having open discussion about eliminating ordinances of people becoming more self reliant. This discussion has been held in Wilson and Ellsworth.

Peter brought up for discussion the combining of the two high schools in USD #112.

Next board meeting will be April 27, 2022 at 7:00 p.m.

Debbie moved to adjourn the meeting at 8:15p.m., Jon seconded, motion carried.

Respectfully,

*Debra A. Kootz*

Debra A. Kootz, ECED Secretary

## Ellsworth County Economic Development Profit & Loss Budget vs. Actual YTD 2022 Expenses vs. Annual Budget

Ordinary Income/Expense	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Annual Banquet Ticket Sales	709.00		
Application Fee	100.00	600.00	16.67%
<b>City Dues</b>			
City of Ellsworth	32,500.00	35,000.00	92.86%
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%
<b>Total City Dues</b>	<b>43,850.00</b>	<b>49,500.00</b>	<b>88.59%</b>
County Contribution	0.00	65,000.00	0.0%
Grant	1,200.00	0.00	100.0%
Grant Administration Fees	0.00	29,631.00	0.0%
Interest Income	15.76	191.96	8.21%
Leadership	0.00	3,600.00	0.0%
Membership	8,775.00	13,075.00	67.11%
Misc	0.36	26.11	1.38%
NexGen Event	325.00	0.00	100.0%
Professional Development Course	0.00	5,000.00	0.0%
Reimbursement	208.97	0.00	100.0%
Rental Income	1,102.50	1,102.50	100.0%
Revolving Loan Annual Admin Fee	0.00	757.35	0.0%
Starting Balance	0.00	0.00	0.0%
Tax Credit Partner Program	23,000.00		
<b>Total Income</b>	<b>79,286.59</b>	<b>168,483.92</b>	<b>47.06%</b>
<b>Expense</b>			
Accounting Expense	1,025.00	2,150.00	47.67%
Advertising	643.54	4,713.43	13.65%
Annual Banquet expense	1,251.25		
Balance due to County	0.00	15,000.00	0.0%
Bank Service Charges	10.92	109.08	10.01%
Bonus	0.00	0.00	0.0%
Community Outreach/Prof Develop	0.00	32.75	0.0%
Contract Labor	100.00	3,000.00	3.33%
Depreciation Expense	0.00	0.00	0.0%
Donation	60.00		
Dues and Subscriptions	655.90	3,148.93	20.83%
Education	46.50	7,500.00	0.62%
Filing Fee	138.00	1,493.00	9.24%
Gifts	0.00	500.00	0.0%
Grant Expense	0.00	0.00	0.0%
Insurance	0.00	650.00	0.0%
Leadership Expense	0.00	1,000.00	0.0%

**Ellsworth County Economic Development**  
**Profit & Loss Budget vs. Actual**  
YTD 2022 Expenses vs. Annual Budget

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>% of Budget</u>
Loan Payout	0.00	0.00	0.0%
Meals and Entertainment	443.03	2,668.14	16.6%
Membership Benefit	0.00	2,250.00	0.0%
Mileage & Travel	943.12	2,484.63	37.96%
Miscellaneous	0.00	0.00	0.0%
NexGen Event Expense	20.00	1,000.00	2.0%
<b>Office Expense</b>			
Checks	130.39	15.23	856.14%
Computer & Printer Equipment	747.06	2,516.73	29.68%
Gas and Electric	872.68	3,000.00	29.09%
Misc.	60.00	250.90	23.91%
Office Supplies	118.04	1,922.19	6.14%
Post Office Box	0.00	70.00	0.0%
Postage	0.00	134.84	0.0%
Rent Office Space	1,350.00	5,400.00	25.0%
Telephone	262.71	1,080.00	24.33%
Office Expense - Other	163.01	3,505.44	4.65%
<b>Total Office Expense</b>	<b>3,703.89</b>	<b>17,895.33</b>	<b>20.7%</b>
Payroll Expenses (County side)	0.00	51,000.00	0.0%
Payroll Taxes (County side)	0.00	15,300.00	0.0%
Printing and Reproduction	101.15	2,000.00	5.06%
<b>Professional Fees/Legal</b>			
Legal Fees	0.00	262.50	0.0%
<b>Total Professional Fees/Legal</b>	<b>0.00</b>	<b>262.50</b>	<b>0.0%</b>
<b>Projects/Long Range Planning</b>			
Business Seminar	0.00	1,800.00	0.0%
Projects/Long Range Planning - Other	850.00	2,400.00	35.42%
<b>Total Projects/Long Range Planning</b>	<b>850.00</b>	<b>4,200.00</b>	<b>20.24%</b>
Rebate - Professional Develop	0.00	0.00	0.0%
<b>Repairs</b>			
Building Repairs	0.00	0.00	0.0%
Computer Repairs	0.00	500.00	0.0%
<b>Total Repairs</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0%</b>
Scholarship	0.00	750.00	0.0%
Taxes	0.00	1,770.98	0.0%
Travel & Conference Fees	296.18	3,000.00	9.87%
YEC Prize	3,850.00		
<b>Total Expense</b>	<b>14,138.48</b>	<b>144,378.77</b>	<b>9.79%</b>
<b>Net Ordinary Income</b>	<b>65,148.11</b>	<b>24,105.15</b>	<b>270.27%</b>

10:27 AM  
04/21/22  
Cash Basis

## Ellsworth County Economic Development Transactions by Account As of April 30, 2022

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
<b>Cash in First Bank Chkg Special</b>									
Check	04/01/2022	DC	Carva			Advertising	-12.95	-12.95	54,970.59
Check	04/04/2022	DC	Subway	Lender Luncheon		Meals and Entertain...	-180.78	-180.78	54,957.64
Deposit	04/05/2022			Deposit		Undeposited Funds	150.00	150.00	54,776.86
Check	04/07/2022	DC	Dollar General			Office Supplies	-52.30	-52.30	54,926.86
Check	04/10/2022	DC	Thinglink			Dues and Subscript...	-300.00	-300.00	54,874.56
Check	04/10/2022	DC	Google	Storage on email		Computer & Printer ...	-1.99	-1.99	54,574.56
Deposit	04/11/2022			Lender Lunch Reimburse...		Reimbursement	180.78	180.78	54,572.57
Deposit	04/13/2022			Deposit		Undeposited Funds	50.00	50.00	54,753.35
Deposit	04/20/2022			WEDC banner reimburse...		Reimbursement	28.19	28.19	54,803.35
Total Cash in First Bank Chkg Special									
<b>Cash in First Bank Revolving</b>									
Transfer	04/04/2022			March payment		Notes Rec - Barta L...	460.28	460.28	38,082.36
Check	04/04/2022	1190	Dustin Petty			Loan	-14,977.00	-14,977.00	38,542.64
Check	04/04/2022	1191	Kansas Department...			Filing Fee	-23.00	-23.00	23,565.64
Transfer	04/14/2022			Funds Transfer		Notes Rec - Kansas...	361.30	361.30	23,542.64
Transfer	04/20/2022			Funds Transfer		Note Rec. - Kanop...	1,828.70	1,828.70	23,903.94
Total Cash in First Bank Revolving									
<b>CSB Operating Account</b>									
Check	04/29/2022	DC	Office of Rural Pros...	ED 201 Courses		Education	-16.50	-16.50	134,758.88
Total CSB Operating Account									
<b>Grow Ellsworth E-Community Fund</b>									
Transfer	04/04/2022	1062	Kansas Center for ...	B & K Rupp		Notes Rec - B & K ...	500.00	500.00	1,728.00
Check	04/04/2022	1062	Kansas Center for ...	B & K Rupp		E-Community Loan ...	-490.00	-490.00	2,228.00
Check	04/04/2022	1063	Kansas Center for ...	Funds Transfer		Notes Receivable - ...	489.69	489.69	1,738.00
Transfer	04/04/2022	1064	Kansas Center for ...	High Jinks		E-Community Loan ...	-479.69	-479.69	2,227.69
Check	04/04/2022	1064	Kansas Center for ...	Thornton Auto - April		Notes Rec - Thornt...	487.29	487.29	1,748.00
Transfer	04/11/2022	1065	Kansas Center for ...	Thornton Auto		E-Community Loan ...	-477.29	-477.29	2,235.29
Check	04/11/2022	1065	Kansas Center for ...	Funds Transfer		Notes Rec - K & K ...	488.00	488.00	1,758.00
Transfer	04/14/2022	1066	Kansas Center for ...	K & K April		Notes Rec - K & K ...	-478.00	-478.00	2,246.00
Check	04/14/2022	1066	Kansas Center for ...	Funds Transfer		E-Community Loan ...	336.00	336.00	1,768.00
Check	04/14/2022	1066	Kansas Center for ...	Munchkinz - April		Notes Rec - Munch...	-326.00	-326.00	2,104.00
Total Grow Ellsworth E-Community Fund									
<b>TOTAL</b>									
								50.00	1,778.00
								-12,455.27	217,084.56

**Ellsworth County Economic Development**  
**Balance Sheet**  
 As of April 21, 2022  
Apr 21, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

Cash in First Bank Chkg Special	54,831.54
Cash in First Bank Revolving	25,732.64
CSB Operating Account	134,758.88
Grow Ellsworth E-Community Fund	1,778.00
<b>Total Checking/Savings</b>	<b>217,101.06</b>

**Other Current Assets**

GDB Investments	\$5,347.49
Note Rec- Blended Roots	\$36,536.12 DEFERRED
Note rec.--Anthony Hopkins	\$7,093.26
Note Rec. -- Kanopolis Drive-In	\$2,331.95 DEFERRED
Note rec. - SHRustic, LLC	\$2,590.00
Note rec. - Petty Constrution	15,000.00
Note receivable - Mark Roehrman	\$5,606.90
Notes Rec - B & K Rupp LLC	\$39,189.76
Notes Rec - Barta Investments	\$44,047.18
Notes Rec - K & K Carwash	\$37,720.29
Notes Rec - Kansas Foods, LLC	\$11,922.10
Notes Rec - Margaret Kepka	\$4,354.86
Notes Rec - Munchkinz Bakery	\$30,600.00
Notes Rec - Oak Creek Chiro	220,280.22 DEFERRED
Notes Rec - Thornton Auto	44,419.21
Notes Receivable - High Jinks	\$35,532.64
NotesRec - Petersen Enterprise	\$40,773.86

**Total Other Current Assets** 583,345.84

**Total Current Assets** 800,446.90

**Fixed Assets**

Highway 14 Assets	8,440.00
Hospital Addition Assets	61,050.00

**Total Fixed Assets** 69,490.00

**TOTAL ASSETS** **869,936.90**

E-Community	220,352.67
KCIF	220,280.22
Start UpKansas	44,419.21
Loan Balanced Not Returning	485,052.10
Actual Assets	384,884.80