



Ellsworth County Economic Development

Board of Directors Meeting

AGENDA

December 4, 2024

**MISSION: Ellsworth County Economic Development dba Grow Ellsworth County is improving the lives of citizens of Ellsworth County through recruitment, retention, and expansion of goods and services offered in Ellsworth County.**

Call meeting to order

Additions to Agenda

Consent Agenda:

Approval of minutes from previous meetings

Treasurer's Report

Interim Executive Director Report

Honorary Board Member Report

Board Member Comments

Executive Session

Next meeting date: January 22, 2025 | 7pm

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Grow Ellsworth County a.k.a Ellsworth County Economic Development  
MINUTES  
Board of Directors Meeting  
October 30, 2024

The meeting was called to order by President Justin Lindsley at 7:00pm.

Members Present: Colby Richard, Jon Halbgewachs, Justin Lindsley, Curt Glaser, Sarah Freeman, Craig Freeman, Kregg Clarke, Aubrey Ptacek, Olivia Stevenson, Jim Kirkbride, Sara Oberle, Peter Solie, student Josie Kueser, student Braydon Halbgewachs

Staff Present: Stacie Schmidt, Michelle Skurkis

Members Absent: Debbie Kootz, Rachel Barta, Jessica Homolka

A motion to approve the September minutes was made by Craig Freeman and seconded by Aubrey Ptacek. Peter abstained from the vote due to his absence from the last meeting.

Executive Director Report:

- Dashboard was reviewed, including unemployment numbers.
- SmartSheets – where we are logging transition information.

Executive Director job description draft was presented. Some discussion on possible changes took place.

- A subcommittee was formed to hire a new executive director.
- Discussion on transition, some ideas presented, nothing set.
- Banking signors – decided to leave as is – will not make changes until new executive director is hired.
- Colby Richard motioned to accept Stacie's resignation. Jon Halbgewachs seconded. Motion passed unanimously.
- Notifications to business contacts, represented members/classes, and partners will be done by board members and our office. Board members will make personal calls on 10/31/24, then on 11/1/24, public announcements will start going out.

Jim Kirkbride made a motion to appoint Michelle Skurkis as interim director, effective 11/15/24 until permanent position is filled. Olivia Stevenson seconded the motion. Motion passed unanimously.

Motion was made to enter into executive session at 7:32, for 15 minutes, to discuss compensation for Michelle Skurkis.

Following the Executive Session, a motion was made to approve Michelle Skurkis additional compensation of 20% effective November 18 until a Director is hired by Craig Freeman and seconded by Aubrey Ptacek. Motion passed unanimously.

A motion was made to hire Stacie as a consultant for up to 10 hours/week at her current hourly wage by Sara Oberle and seconded by Colby Richard. Motion passed unanimously.

A motion was made to authorize the annual salary for the Executive Director as a range of \$60,000-\$80,000 with authority given to the search committee for a relocation package of up to \$10,000 by Curt Glaser and seconded by Craig Freeman. Motion passed unanimously.

A motion was made to authorize a search committee consisting of the Executive Board, Sara Oberle, and Colby Richard to meet independently and make decisions on recruitment by Olivia Stevenson and seconded by Aubrey Ptacek. Motion passed unanimously

A motion to adjourn at 8:16 was made by Curt Glaser and seconded by Craig Freeman.

Respectfully,

Michelle Skurkis on behalf of Debbie Kootz, Secretary

**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>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Annual Banquet Ticket Sales	565.00	1,275.00	44.31%
Application Fee	100.00	700.00	14.29%
Chamber Blue Commission	170.00		
<b>City Dues</b>			
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	6,300.00	6,300.00	100.0%
<b>Total City Dues</b>	<u>64,900.00</u>	<u>64,900.00</u>	<u>100.0%</u>
County Contribution	0.00	71,500.00	0.0%
Donations	0.00	200.00	0.0%
Golf Tournament	8,325.00	5,460.00	152.47%
Golf Tournament Hole Sponsor	200.00	2,980.00	6.71%
Grant - Because We Care	0.00	0.00	0.0%
Grant - Big Kansas Road Trip	0.00	0.00	0.0%
Grant - Kansas Dept of Commerce	20,000.00		
Grant - Lemonade Day	900.00		
Grant - Love Kansas	5,000.00		
Grant - Mural Making	3,000.00		
Grant - STEM Camp	0.00	0.00	0.0%
Grant - Womens Conference	0.00	0.00	0.0%
Grant - YEC	2,200.00		
Headshot	345.25		
Interest Income	7,888.79	377.02	2,092.41%
Leadership	923.00	1,500.00	61.53%
Loan Origination/Admin Fee	100.00	1,560.00	6.41%
Membership	25,326.00	24,500.00	103.37%
Misc	591.24	0.00	100.0%
NexGen Event	-361.16		
Professional Development Course	99.00	30.00	330.0%
Reimbursement	224.00	0.00	100.0%
Rental income	1,102.50	1,102.50	100.0%
Revolving Loan Annual Admin Fee	913.13	1,000.00	91.31%
STEM Camp - Sponsorship	5,500.00	0.00	100.0%
Transient Guest Tax	13,400.00	15,000.00	89.33%
Vintage to Vibrant Vendor Incom	150.00		
Womens Conference - Registratio	801.00	49.00	1,634.69%
Workforce Incentive - NWKEiCI	0.00	0.00	0.0%
<b>Total Income</b>	<u>162,362.75</u>	<u>192,133.52</u>	<u>84.51%</u>
<b>Expense</b>			
Accounting Expense	150.00	2,465.00	6.09%
Advertising	3,439.57	5,600.00	61.42%
Annual Banquet expense	2,115.86	2,713.32	77.98%
Balance due to County	75,902.30	65,000.00	116.77%

**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>
Bank Service Charges	112.04	73.76	151.9%
Big Kansas Road Trip Expense	2,298.37	2,000.00	114.92%
Bonus	0.00	0.00	0.0%
Certificate of Deposit	0.00	0.00	0.0%
Donation	90.00		
Dues and Subscriptions	6,367.16	3,206.50	198.57%
Education	1,795.00	4,275.00	41.99%
Fees	0.00	0.00	0.0%
Filing Fee	40.00	0.00	100.0%
Gifts	699.91	48.47	1,444.01%
Golf Tournament Expenses	6,525.02	6,285.62	103.81%
Grant - Because We Care Exp.	2,684.17	6,500.00	41.3%
Grant Expense	0.00	0.00	0.0%
Insurance	458.00	520.90	87.93%
Leadership Expense	223.94	500.00	44.79%
Lemonade Day	884.84		
Love Kansas Campaign	2,499.52		
Marketing Services	26.45		
Meals and Entertainment	1,257.96	1,746.03	72.05%
Membership Benefit	3,325.94	2,157.55	154.15%
Membership Solicitation	18.99	750.00	2.53%
Mileage & Travel	4,408.30	5,252.54	83.93%
Miscellaneous	757.74	483.37	156.76%
Mural Making - Grant Expense	3,071.58		
NexGen Event Expense	0.00	422.80	0.0%
Office Expense			
Checks	360.62	384.24	93.85%
Computer & Printer Equipment	8,873.18	6,677.37	132.88%
Gas and Electric	1,398.52	1,799.34	77.72%
Misc.	319.37	916.89	34.83%
Office Expense - Chamber Phone	266.53	339.72	78.46%
Office Supplies	1,181.65	1,477.00	80.0%
Post Office Box	84.00	82.00	102.44%
Postage	459.79	147.54	311.64%
Rent Office Space	5,550.00	5,400.00	102.78%
Telephone	0.00	1,563.74	0.0%
Office Expense - Other	173.89	222.01	78.33%
<b>Total Office Expense</b>	<b>18,667.55</b>	<b>19,009.85</b>	<b>98.2%</b>
Printing and Reproduction	52.00	924.28	5.63%
Projects/Long Range Planning	0.00	347.88	0.0%
Repairs			
Building Repairs	63.25		
<b>Total Repairs</b>	<b>63.25</b>		
Returned Item	1,466.00		
Scholarship	750.00	500.00	150.0%
STEM Camp- Sponsorship	390.00	0.00	100.0%
STEM Camp - Misc Expense	1,660.00	3,094.05	53.65%

**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>
Taxes	2,344.55	2,324.32	100.87%
Tourism Expense	1,190.00	3,103.20	38.35%
Transient Guest Tax Expense	9,780.16	16,405.00	59.62%
Travel & Conference Fees	2,854.92	1,062.57	268.68%
Utilities	508.70	0.00	100.0%
Women's Conference Expense	605.92	0.00	100.0%
Workforce Incentive Expense	2,000.00	27,500.00	7.27%
YEC Expense	383.03		
YEC Prize	3,300.00	3,300.00	100.0%
<b>Total Expense</b>	<u>165,168.74</u>	<u>187,572.01</u>	<u>88.06%</u>
<b>Net Ordinary Income</b>	<u>-2,805.99</u>	<u>5,044.88</u>	<u>-55.62%</u>
<b>Net Income</b>	<u><u>-2,805.99</u></u>	<u><u>5,044.88</u></u>	<u><u>-55.62%</u></u>

Ellsworth County Economic Development

Transactions by Account

As of December 31, 2024

12/02/24

Cash Basis

Type	Date	Num	Name	Memo	Clr	Split
<b>Cash in First Bank Chkg Special</b>						
Check	11/01/2024		Gene's IGA	Launch event		Membership Benefit
Check	11/04/2024	dc	Monday			Dues and Subscript...
Check	11/04/2024	dc	Canva			Dues and Subscript...
Check	11/05/2024	dc	USPS	Customer Appreciation		Postage
Check	11/06/2024	DC	Etsy	Digital template		Tourism Expense
Check	11/08/2024	DC	Google	Storage on email		Computer & Printer ...
Check	11/12/2024	auto	SimpleTexting			Dues and Subscript...
Check	11/12/2024	AUTO	Microsoft			Computer & Printer ...
Deposit	11/12/2024			Opera House Webhosting ...		Reimbursement
Deposit	11/12/2024			Deposit		Undeposited Funds
Check	11/14/2024	DC	SmartSheet	Succession Planning Soft...		Dues and Subscript...
Check	11/18/2024	DC	The RailYard	Audit review lunch		Meals and Entertain...
Check	11/22/2024		Gene's IGA	Launch event		Membership Benefit
Transfer	11/22/2024			Midway Ext District		Deferred Membersh...
Transfer	11/22/2024			The Pines		Deferred Membersh...
Deposit	11/22/2024			Deposit		Chamber Blue Com...
Check	11/22/2024		Canva	Marketing		YEC Expense
Check	12/02/2024	2212	Ellsworth County In...	Business Card Directory		Advertising
Check	12/02/2024	2213	Lamar	Billboards		Transient Guest Ta...
Check	12/02/2024	2214	Marketing Angle	Payment #2 for new video...		Transient Guest Ta...
Deposit	12/02/2024			Deposit		Undeposited Funds

Total Cash in First Bank Chkg Special

**Cash in First Bank Revolving**

Transfer	11/01/2024			November		Notes Rec - Oak Cr...
Transfer	11/05/2024			Funds Transfer		Notes Rec - Debs C...

Total Cash in First Bank Revolving

**CSB Operating Account**

Deposit	11/04/2024		Kansas Department...	Deposit		Grant - Kansas Dep...
Check	11/10/2024	AUTO	H & B Communicati...			Computer & Printer ...
Check	11/22/2024	AUTO	ImageQuest	Copies		Computer & Printer ...
Check	12/02/2024		Xerox Financial Ser...	Office copies		Computer & Printer ...
Check	12/02/2024	1366	Ellsworth County	2024		Balance due to Cou...
Check	12/02/2024	1367	Nemnich's True Val...	Josh WOmelsdorf supplies		Mural Making - Gra...
Check	12/02/2024	1368	Western Coop Elect...			Gas and Electric
Check	12/02/2024	1369	UV & S			Misc.
Check	12/02/2024	1370	US Post Office			Post Office Box
Check	12/02/2024	1371	Michelle Skurkis	November		Mileage & Travel
Check	12/02/2024	1372	Ellsworth County Tr...	1-03456-1		Taxes
Check	12/02/2024	1373	Ellsworth County Tr...	1-02474-41		Taxes
Check	12/02/2024	1374	Curt Glaser	December rent		Rent Office Space
Check	12/10/2024	AUTO	H & B Communicati...			Computer & Printer ...

Total CSB Operating Account

**Grow Ellsworth E-Community Fund**

Transfer	11/01/2024			November		Notes Rec - Oak Cr...
Check	11/01/2024	1342	Kansas Center for ...	Oak Creek		E-Community Loan ...
Transfer	11/05/2024			E-Comm 2024		Notes Receivable - ...
Check	11/05/2024	1343	Kansas Center for ...	High Jinks		E-Community Loan ...
Transfer	11/05/2024			High Hinks KCIF 2024		Notes Rec - High Ji...
Check	11/05/2024	1344	Kansas Center for ...	High Jinks		E-Community Loan ...
Transfer	11/05/2024			Funds Transfer		Notes Receivable - ...
Check	11/05/2024	1345	Kansas Center for ...	High Jinks 2019		E-Community Loan ...
Transfer	11/07/2024			Funds Transfer		Notes Rec - Kamdy...
Check	11/07/2024	1348	Kansas Center for ...	Thrasher		E-Community Loan ...
Transfer	11/08/2024			October		Notes Rec - Walker
Check	11/08/2024	1346	Kansas Center for ...	Walkers		E-Community Loan ...
Check	11/08/2024	1349	Kansas Center for ...	Petersen		E-Community Loan ...
Transfer	11/08/2024			Funds Transfer		NotesRec - Peterse...
Deposit	11/15/2024			Wilson Wine & Spirits		Loan Origination/Ad...

Total Grow Ellsworth E-Community Fund

**TOTAL**

6:38 PM

12/02/24

Cash Basis

### Ellsworth County Economic Development

## Transactions by Account

As of December 31, 2024

<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
		138,400.74
-94.50	-94.50	138,306.24
-90.00	-90.00	138,216.24
-12.95	-12.95	138,203.29
-146.00	-146.00	138,057.29
-20.00	-20.00	138,037.29
-1.99	-1.99	138,035.30
-29.00	-29.00	138,006.30
-7.60	-7.60	137,998.70
174.00	174.00	138,172.70
100.00	100.00	138,272.70
-108.00	-108.00	138,164.70
-89.68	-89.68	138,075.02
-33.17	-33.17	138,041.85
150.00	150.00	138,191.85
150.00	150.00	138,341.85
60.00	60.00	138,401.85
-101.50	-101.50	138,300.35
-210.00	-210.00	138,090.35
-286.00	-286.00	137,804.35
-2,680.00	-2,680.00	135,124.35
460.00	460.00	135,584.35
	-2,816.39	135,584.35
		33,873.92
116.00	116.00	33,989.92
195.00	195.00	34,184.92
	311.00	34,184.92
		66,200.47
20,000.00	20,000.00	86,200.47
-272.82	-272.82	85,927.65
-141.98	-141.98	85,785.67
-139.54	-139.54	85,646.13
-75,902.30	-75,902.30	9,743.83
-71.58	-71.58	9,672.25
-74.75	-74.75	9,597.50
-37.00	-37.00	9,560.50
-84.00	-84.00	9,476.50
-134.67	-134.67	9,341.83
-437.96	-437.96	8,903.87
-1,421.18	-1,421.18	7,482.69
-525.00	-525.00	6,957.69
-272.82	-272.82	6,684.87
	-59,515.60	6,684.87
		3,898.98
2,234.93	2,234.93	6,133.91
-2,224.93	-2,224.93	3,908.98
435.00	435.00	4,343.98
-425.00	-425.00	3,918.98
1,122.00	1,122.00	5,040.98
-1,112.00	-1,112.00	3,928.98
489.69	489.69	4,418.67
-479.69	-479.69	3,938.98
344.00	344.00	4,282.98
-334.00	-334.00	3,948.98
416.00	416.00	4,364.98
-406.00	-406.00	3,958.98
-956.00	-956.00	3,002.98
976.00	976.00	3,978.98
100.00	100.00	4,078.98
	180.00	4,078.98
	<b>-61,840.99</b>	<b>180,533.12</b>