



**Flint Hills Regional Council Board of Directors
Meeting Minutes of March 21, 2014**

**Flint Hills Regional Council Board of Directors
Board Meeting Minutes – March 21, 2014
First Baptist Church
Alta Vista, KS**

Present from Board of the Regional Council: **John Armbrust**, Governor's Military Council; **Ben Bennett**, Geary County Commissioner; **Robert Boyd**, Riley County Commissioner; **Scott Briggs**, Lyon County Commissioner; **Vic Enns**, Wamego City Commissioner; **Jon Geitz**, City of Emporia Commissioner; **Honey Grant**, Grandview Plaza Vice-Mayor; **Vern Hay**, Morris County Commissioner; **Keith Kahnt**, White City Councilman; **Karen McCulloh** (for Rich Jankovich), City of Manhattan Commissioner; **Craig Phillips** (for Linda Hoeffner), Fort Riley Plans Chief; **John Ray**, Abilene City Commissioner; **MarySue Roller**, City of Woodbine Mayor; **Michael Ryan** (for Cecil Aska), Junction City Commissioner; **Debi Schwerdtfeger**, Council Grove Councilwoman; **David Shover II**, City of Riley Mayor; and **Shane Tiffany** (for Joe Kormanik), City of Alta Vista Mayor.

Absent from the Board: **Dan Deiter**, Alma City Councilman; **Jackie Hartman**, Kansas State University; **Stan Hartwich**, Pottawatomie County Commissioner; **Mary Sue Roller**, City of Woodbine Mayor; **Brandt Studer**, Chase County Clerk; **Jimmy Thatcher**, City of Clay Center Mayor; and **Phil Weishaar**, City of Chapman Mayor.

Present from the Greater Regional Council Membership: *No additional members present.*

Present from Staff Support: **Jeff Adams**, Regional Planner; **Shelley Carver**, Community Development Manager; **William J. Clark**, Director; **Unique Hiram**, Administrative Manager; and **Gary Stith**, Deputy Director.

Guests: **Karen Davis**, City of Manhattan Community Development Director; **John Divine**, The Leadership Firm; **Kevin Griffith**, KJCK 1420 AM News Reporter; **Kay Hutchinson**, Greater Morris County Development Corporation Executive Director; **Ben Kormanik**, Alta Vista Board Member; **Rick Parkerson**, Alta Vista City Councilman; **Robert Reece**, Pottawatomie County City Manager; **Angie Schwerdtfeger**, TCT PR Director; **Traci Scott**, Fort Riley Regional Liaison Officer; **Gerald Smith**, City Manager for Junction City; **Monty Wedel**, Riley County Planning Director; and **David Yearout**, Junction City/Geary County Director of Planning & Zoning.

WELCOME:

- Ben Bennett, FHRC President, called the meeting at 9:07 a.m.
- City of Alta Vista Mayor Shane Tiffany welcomed the board, staff and meeting guests to the location and meeting venue.

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- The city has 440 residents and schools rank in the top 5% of the state. There were upgrades to the water/sewage systems and the city is currently working on a grocery store.

APPROVAL OF LAST MEETING'S MINUTES:

- Member Vern Hay motioned for the February 21, 2014 meeting minutes to be approved with no corrections. Member Scott Briggs seconded. The vote was carried unanimously.

DIRECTOR'S UPDATE:

➤ **TOP 10**

- 1) FHRC Sustainability – Clark will discuss this item further later on in the meeting.
- 2) Flint Hills Frontiers – Community Development Manager Shelley Carver will discuss this item later on in the meeting.
- 3) FHEDD (Flint Hills Economic Development District) – Deputy Executive Director Gary Stith will discuss this item later on in the meeting.
- 4) Expansion of Membership – There were three new memberships to the FHRC – Chase County, City of Emporia and Lyon County. Additional membership engagement letters were sent out to other jurisdictions.
- 5) FHMPO MTP (Metropolitan Transportation Plan) – The consultant contract has been reviewed and approved by Attorney Mark Edwards. URS will begin work with the FHMPO on April 1, 2014.
- 6) FHMPO TDM (Travel Demand Model) – Olsson Associates is the consultant that was hired to complete work on this project.
- 7) FHTRA (5307 Funds) – Stith will discuss this item later on in the meeting.
- 8) Strategic Plan – The goal is to have a three to five page document ready for review by the FHRC Board by August 1, 2014.
- 9) Strategic Communications – Outreach is currently being done via email, Internet, newspaper, radio and various other outlets.
- 10) Capabilities Worksheet – The FHRC staff is currently work on this item.

➤ **NOTES**

- 1) The FHRTA agreement concept was approved by the Attorney General's office; the initial board meeting for this entity will be held on March 26, 2014 in Manhattan, KS.
- 2) The FHEDD Board will be holding their first meeting after the Flint Hills Regional Council Board meeting in Alta Vista.
- 3) Letters of engagement for FHRC membership were sent to the following cities/counties – Clay County, Dickinson County, Marshall County, City of Marysville and Washington County. Additionally, a letter was sent to Emporia State University inviting them to become a non-voting Ex-Officio member of the FHRC.
- 4) There were approximately 50 attendees at the Small Business Workshop that was held at Fort Riley's Conference Center.
- 5) The Flint Hills Frontiers spring meetings will begin on March 25, 2014.
- 6) There is a potential office move that will need to be made in the near future. Cost to stay in the current building is estimated at \$30K/year that includes rent and

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utilities. New office space has been preliminary identified at the 12th Street gate. Clark recommended that the board make a decision next month. He also noted that Fort Riley has been asked to give the FHRC staff at least a two-month notice.

➤ **FINANCE & BUDGET REVIEW**

- 1) The HUD Grant is 54% spent with 70% of the project time having been completed.
- 2) The FHRC can apply for a no cost extension that would extend the life of the grant by 90 days.
- 3) Two slides were shown to the board detailing the budget categories that were either underspent or overspent. The underspent categories include Fringe, Supplies, Contracts and Other. The overspent categories include Personnel and Travel.
- 4) Clark recommended that the board move 10% of the funding from following three categories – Fringe \$56.7K, Supplies \$21.7K and \$101.6K to the budget categories of Personnel \$160K and Travel \$20K.
- 5) Member Vern Hay motioned for the 10% movement of funds between the categories recommended by the Director. Member Honey Grant seconded. The motion was passed unanimously.
- 6) Additionally, the monthly bank slide was shown to the board.

UPDATES:

- Shelley Carver, Community Development Manager, gave an overview on the Flint Hills Frontiers Spring Meetings.
 - The purpose of the Spring meetings is to “build upon the visioning meetings, the Summer Summit and Issue Area working groups to develop tools for future implementation, locally attune to community needs.”
 - The meeting objectives include educating the community members, collecting local feedback on important regional issues, developing a toolbox of community solutions and facilitating relationships towards future actions.
 - The meeting flow will include the following: open house/information kiosks, welcome/introduction, two presentations (“The Importance of Diverse Partnerships” & “Vision, Goals and Tools”), Q&A, breakout activity, table reports on priority items, individual votes on beneficial tool and a call to action/conclusion.
 - The upcoming meetings will be held at the following locations: March 25 (Marysville), April 1 (Pawhuska), April 3 (El Dorado), April 15 (Emporia), April 22 (Council Grove) and April 24 (Manhattan).
 - The board members were encouraged to provide support by spreading the word about the meetings so that attendance as well as participation is increased in the various communities.
 - Emails will be sent out the board members detailing the meeting dates and additional information about the meeting content.

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- John Divine, The Leadership Firm, conducted his first of two follow-up sessions from the 2013 FHRC Annual Board Retreat.
 - The top three items that were identified from the 2013 FHRC Annual Board Retreat for the membership to work on were strong sustainable funding, 12-15 month community growth/transportation plan, and building marketing and tools.
 - Strong Sustainable Funding
 1. There were two different funding sources identified – Flint Hills Economic Development District (six months) and Flint Hills Regional Transit Administration (working towards).
 2. Staff reorganization is currently underway with the Director being split into two part-time hourly positions.
 3. Divine stressed the importance of staff and board input being interchangeable.
 - 12-15 Community Growth/Transportation Plan
 1. There was a brief board discussion about what services the organization could offer to communities as well as the things that could be done to encourage increased community participation and support.
 2. Clark emphasized that it is important to incorporate organization services (i.e. grant writing); however, the vital component is to obtain major funding at this time.
 3. Stith reiterated to the board that the organization has to show value to the communities through the offer of services. It is a goal of the staff to do so but there has to be some patience until the funding constraints are leveled out in the future.
 - Build Marketing & Tools
 1. There were three new FHRC memberships that included Chase County, City of Emporia and Lyon County.
 2. News media outlets (i.e. television and print) and social media (i.e. Twitter & Facebook) are being used to highlight what is going on with the organization. Also, there are several interactive meetings, which have been held throughout the region.
 - Recommendations from Divine included the following:
 1. The main focus should be fiscal sustainability until the primary funding streams are in place.
 2. Write your individual thoughts about things that you want to see prior to the next annual retreat and share that information with the staff.
 3. The organization may want to look at going to quarterly meetings with the entire board and monthly meetings with the executive committee.

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DISCUSSION TOPICS:

- Location of Yearly FHRC Board Retreat – Proposed Site is Lyon County
 - Member Scott Briggs has volunteered to host the 2014 FHRC Board Retreat in Lyon County. He has two potential locations, which include the Fairgrounds (Bowyer Building) or Emporia State University.
 - Member David Shover motioned for the board retreat to be held in Lyon County. Member Vic Enns seconded. The vote was carried unanimously.

- Fiscal Agent Agreements – FHRTA MOU / FHEDD MOU
 - Gary Stith, Deputy Director, went over the MOUs for both the Flint Hills Economic Development District and Flint Hills Regional Transit Administration.
 - FHRC Vice President David Shover motioned for the Flint Hills Regional Council to become the Fiscal Agent for both the FHEDD and FHRTA. One change that needs to be made to the documents is the word “Manuel” changed to “Manual” then both can be signed by the FHRC Board President. Member Debi Schwerdtfeger seconded. The vote was carried unanimously.

COUNTY/CITY/PARTNER UPDATES:

- John Armbrust, Governor’s Military Council Executive Director, gave a brief update.
 1. The top three discussion items for the federal government are the budget, sequestration and BRAC.
 2. The upcoming listening sessions will be treated as if there are brand new according to information from the Pentagon.
 3. Information will be compiled immediately in order to complete the Fort Riley programmatic assessment.

- Jackie Hartman was not in attendance at the meeting; therefore, no updates were given for Kansas State University.

- Craig Phillips, Fort Riley Plans Chief, gave the board a brief overview about what is happening at Fort Riley.
 1. There is no date for the upcoming listening sessions.
 2. Joint land use study is due next week; the last one was conducted in 2005.
 3. A new stakeholder book will be printed.
 4. There will be two VIP visits at Fort Riley next week.
 5. The troop numbers for Fort Riley include the following: 17,300 assigned, 3,000 at Fort Polk, LA on a 45-day rotation, 1,700 in AFGHAN, 750 w/2ID AFRICOM and 11,800 at home.
 6. Traci Scott, Fort Riley Regional Liaison Officer, reminded the board members about the 2020 Vision/MTC that will be held on April 11, 2014 at 12:45 p.m. Invitations were sent out about this event. For those

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board members who hadn't received an invite, she asked that you contact her at (785) 240-4270.

- Lyon County – Current priorities include transportation, health & ESU. The challenges/FHRC assistance required are routes to connect Lyon County to the Flint Hills Region.
- City of Emporia – Current priorities include repurposing/redeveloping vacant properties, retail development/enhancements, water security along with common goals & vision for Emporia State University, City of Emporia and Lyon County. The challenges/FHRC assistance required include TIF/CID development incentives, Americus Road improvements and higher education funding.
- City of Alma – Current priorities include grocery store, restaurant opening, streets/sidewalks and finishing sewer renovation. The challenges/FHRC assistance required grants for the gas line project, grants for parks and walking trails, partnership in economic development and liaison with potential investors for business opportunities.
- City of Alta Vista – Current priorities include grocery store, new housing and keeping the school open. The challenges/FHRC assistance required include helping promote area, making resources known and grant information.
- City of Council Grove – No input provided on QUAD.
- Morris County – No input provided on QUAD.
- City of White City – The city's population is 600 residents. Current priorities include small town living promotion/new welcome signs, street improvements and clean up/blight abatements. The challenges/FHRC assistance required includes funding sources, grants, promoting our small town living and affordable housing.
- Chase County – An update will be given next month.
- The next FHRC Board Meeting will be held on April 18, 2014 in Chapman, KS. The topics will include an MPO Update and COMP Plan for Small Communities.

EXECUTIVE SESSION:

- FHRC Vice President David Shover motioned for the Board, Executive Director & Deputy Executive Director to go into Executive Session at 11:40 a.m. Guests and staff members were asked to leave until this portion of the meeting was completed. Member Honey Grant seconded. The vote was carried unanimously.
- FHRC Vice President David Shover motioned for Executive Session to be concluded and the regular board meeting to reconvene at 12:03 p.m. Member Debi Schwerdtfeger seconded. The vote was carried unanimously.
- It was noted that no decisions were made nor any business discussed.

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RECONVENING BOARD MEETING:

- Member Vic Enns motioned for the Executive Committee to have the power to negotiate monetary compensation for the parties involved in employment contract negotiations. Member Karen McCulloh seconded. The vote was carried unanimously.

REVIEW (DUE OUTS):

- Approved Funding Realignment (HUD)
- Movement on Fort Riley
- Cash Flow Options (FHRTA)
- Board Organization (2015)
- Lyon County (Annual Retreat)
- Fiscal Agent (FHEDD / FHRTA)

ADJOURNMENT:

- FHRC President Ben Bennett officially adjourned the meeting at 12:08 p.m.