

CEDS Committee Meeting Minutes

October 4, 2011

The Comprehensive Economic Development Strategy (CEDs) Committee for the Pioneer Trails Regional Planning Commission met Tuesday, October 4, 2011 in the Odessa Community Building.

1. Call to Order

The meeting was called to order at 10:02 a.m. by Tracy Brantner, chairperson.

2. Self Introductions

Self introductions were made by those in attendance:

- Tracy Brantner, Johnson County EDC
- Kelly Dyer, UCM-SBTDC
- Donna Brown, City of Higginsville
- Jim Clarke, City of Odessa
- Jon Holmes, City of Odessa
- Cathy Cox, Pioneer Trails RPC

3. Agenda Approval

A quorum was not available so no voting was conducted, however those present agreed to proceed with the agenda as printed.

4. September Minutes Approval

Minutes were not approved as a quorum was not available.

5. Old Business

a. Public meeting schedule

A discussion on scheduling community meetings to obtain public input for the CEDs was held. Cox suggested attempting to conduct meetings in each county during the month the CEDs committee meeting will be held in that county. (October – Lafayette, November – Johnson, December – Pettis, January – Saline, February – any not completed previously) Realizing that scheduling October meetings may be difficult at this late date, some Lafayette County meetings may be postponed.

Brown indicated the Higginsville Board of Aldermen meet on the 1st and 3rd Monday of each month. Higginsville has a “four-plex” which is representative from the Parks and Recreation, School Board, Board of Aldermen and Chamber of Commerce. Brown suggested having a meeting prior to a regularly scheduled Board of Aldermen meeting and asking the “four-plex” to attend.

Brantner stated we need to attract community leaders but also promote to the public and indicated it is important to do a SWOT efficiently during these meetings. Cox will draft a press release/letter that is generic for each community to customize for their event. Cox will also compile a list of descriptive words to be used at each meeting allowing participants to determine where those words apply relative to strengths, weaknesses, opportunities and threats.

Clarke indicated Odessa Board of Aldermen meet the 2nd and 4th Monday of each month. Brantner stated that Johnson County has recently completed SWOT analyses and suggested we only conduct one Johnson County meeting, in Holden and ask Johnson County to share their SWOT data for representation of the remainder of the county.

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Meetings are tentatively scheduled as follows:

October 24 – 5:30 – 6:30 – Odessa Community Building (Clarke will arrange)

November 7 – 6:30 – 7:29 – Higginsville City Hall (Brown will arrange)

November 8 – 5:30 – Holden City Hall (Brantner will arrange)

A meeting needs to be scheduled in Lexington and Brown and Clarke both indicated they would assist with this. Jerry Brown – Mayor, Carla at City Hall and Terry Thompson can be contacted to schedule this meeting.

Cox will contact Brenda Bryan and Linda Christle to assist with Pettis County meetings and Bill Riggins to assist with those in Saline County.

b. CEDS committee vacancies

Brown talked to Brian Cornelius, private sector representative for Lafayette County, and he would like to step away from the CEDS committee. Mark Heins has also declined his nomination. This leaves 2 private sector vacancies for Lafayette County. David Reid, Higginsville and the head of Advanced Industries in Odessa were suggested as options. Brown and Clarke will contact these individuals respectively. If these nominees decline Clarke will contact Ritchie Brothers to seek a nominee from their business.

Brantner will verify the Johnson County representatives would like to continue in their capacity.

Cox indicated that Bill Riggins is working to fill the Saline County vacancy.

The search for an elected official continues. Doug Rickey, Alderman in Bates City was suggested. Cox will contact him. Cox will also reach out to the workforce development board to assure their representation at future meetings.

6. New Business

a. CEDS Outline

A four page checklist utilized by EDA when evaluating CEDS applications was provided to the committee (copy attached to minutes). Those present reviewed this information with the following comments:

- Utilize the background section of this checklist as a starting point for the SWOT characteristics with the addition of “technical infrastructure”
- Brantner and Clarke will work on the data portion of the CEDS
- Committee agrees we will start CEDS as a “blank page”

7. Community Leader Input

No community leaders were present to provide community input, but Clarke spoke to Odessa’s issues including

- Sewer
- Aged infrastructure
- Inadequate infrastructure in industrial zoned areas
- Disjointed interstate intersection.
- Odessa needs to get intersection as priority on TAC

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- Ages structures available – i.e. Action Products
- Outlet Mall – distant owner not aggressive in filling vacant space. Prospective uses include data center, back office, call center, training facilities
- Looking at aviation opportunities for the region

8. Upcoming meeting locations

- November 1, 2011 – Johnson County – UCM
- December 6, 2011 – Pettis County
- January 3, 2012 – Saline County
- February 7, 2012 – Concordia
- March 6, 2012 – Concordia
- April 3, 2012 – Concordia
- May 1, 2012 - Concordia

The next CEDS committee meeting will be held November 1st in Dockery Room 107. Attendees are encouraged to stay for the recycling fair being held that day.

9. Adjourn

The meeting was adjourned at 10:58 a.m.

**ECONOMIC DEVELOPMENT ADMINISTRATION
Denver Regional Office**

**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
REQUIREMENTS CHECKLIST**

This checklist is based the “Comprehensive Economic Development Strategies (CEDS) Summary of Requirements” published by the Economic Development Administration (EDA). The requirements for CEDS are contained in EDA’s regulations at 13 CFR part 303.

The purpose of this checklist is to aid planning organizations in the preparation and evaluation of their CEDS documents, and to serve as the basis for EDA’s review and approval.

Planning Organization:

Address:

Contact Name / Title:

Contact Phone / E-mail:

REQUIREMENTS FOR EDA-FUNDED CEDS

1. Planning Organization Requirements

The Planning Organization ...

- Has appointed a Strategy (CEDS) Committee.
- Has developed and submitted to EDA for review and approval a CEDS that meets the requirements outlined in 13 CFR 303.7.
- Has made the new or revised CEDS available for review and comment by the public for a period of at least 30 days prior to submission of the CEDS to EDA.
- Understands that, after obtaining approval of the CEDS, it is required to submit to EDA an updated CEDS performance report annually (see ‘Summary’ for requirements).
- Understands that it is required to submit a new CEDS to EDA at least every five (5) years, unless EDA or the planning organization determines that a new CEDS is required earlier due to changed circumstances.

2. Strategy Committee Requirements

The Strategy Committee

- Represents the main economic interests of the region.
- Includes Private Sector Representatives, as defined in 13 CFR 300.3, as a majority of its membership.
- Includes members broadly representative of the region, such as public officials, community leaders, representatives of workforce development boards, representatives of institutions of higher education, minority and labor groups, and private individuals.

TECHNICAL REQUIREMENTS

1. Background

- The CEDS contains a background of the economic development situation of the region that paints a realistic picture of the current condition of the region.
- The background includes a discussion of the following elements:
 - Economy
 - Population
 - Geography
 - Workforce Development & Use
 - Transportation Access
 - Resources
 - Environment
 - Other Pertinent Information

2. Analysis of Economic Development Problems and Opportunities

- The CEDS includes an in-depth analysis of the economic development problems and opportunities that identifies strengths and weaknesses in the regional makeup of human and economic assets, and problems and opportunities posed by external and internal forces affecting the regional economy.
- The analysis...
 - Incorporates relevant material from other government-sponsored or supported plans.
 - Demonstrates consistency with applicable State and local workforce investment strategies.
 - Identifies past, present, and projected economic development investments in the region.
 - Identifies and analyzes *economic clusters* within the region.

3. CEDS Goals and Objectives – Defining Regional Expectations

- The CEDS contains a section setting forth goals and objectives necessary to solve the economic problems or to capitalize on the resources of the region.
- Strategic projects, programs or activities identified in the CEDS work to fulfill these goals and objectives.

4. Community and Private Sector Involvement

- The CEDS includes a section discussing the relationship between the community in general and the private sector in the development and implementation of the CEDS.

5. Strategic Projects, Programs and Activities

- The CEDS contains a section which identifies regional projects, programs and activities designed to implement the Goals and Objectives of the CEDS. This section identifies and describes:
 - **Suggested Projects:**
 - All suggested projects, programs and activities, and the projected number of jobs to be created as a result.
 - Lead organizations responsible for the execution of the projects.
 - **Vital Projects:**
 - A prioritization of vital projects, programs, and activities that addresses the region's greatest needs or that will best enhance the region's competitiveness, including sources of funding for past and potential future investments.

6. CEDS Plan of Action

- The plan of action, as described in the CEDS, implements the goals and objectives of the CEDS in a manner that...
 - Promotes economic development and opportunity.
 - Fosters effective transportation access.
 - Enhances and protects the environment.
 - Maximizes effective development and use of the workforce consistent with any applicable State or local workforce investment strategy.
 - Promotes the use of technology in economic development, including access to high-speed telecommunications.
 - Balances resources through sound management of physical development.
 - Obtains and utilizes adequate funds and other resources.
- The CEDS contains a section that discusses the methodology for cooperating and integrating the CEDS with a State's economic development priorities.

7. Performance Measures

- The CEDS contains a section that lists the performance measures used to evaluate the Planning Organization's successful development and implementation of the CEDS, including but not limited to:
 - Number of jobs created after implementation of the CEDS.
 - Number and types of investments undertaken in the region.
 - Number of jobs retained in the region.
 - Amount of private sector investment in the region after implementation of the CEDS.
 - Changes in the economic environment of the region.

CEDS REVIEW & APPROVAL

Planning Organization

CEDS reviewed by: (Planning Organization official's name/title)

Public Comment Period: (Dates)

Board Approval: (Date)

Copy of Minutes and/or Resolution Attached

EDA Denver Regional Office

CEDS submitted to EDA: _____ (Date)

CEDS reviewed on: _____ (Date)

CEDS reviewed by: _____ (Name / Title)

Signature: _____

Status: Approved
 Conditionally Approved
 Not Approved

Deficiency Letter Sent: _____ (Date, if applicable)

Comments:

CEDS Planning Timeline

October 2011

Community Outreach meetings – Odessa, Higginsville, Lexington

October 4 – Committee meeting – Odessa Community Center

October 24 – Community Outreach – Odessa Community Building – 5:30 p.m.

November 2011

Community Outreach meetings – Holden, Leeton, Warrensburg

November 1 – Committee meeting – Warrensburg, UCM

November 7 – Community Outreach – Higginsville City Hall – 6:30 p.m.

November 8 – Community Outreach – Holden City Hall – 5:30 p.m.

December 2011

Community Outreach meetings – Sedalia, Smithton, LaMonte

December 6, 2011 – Committee meeting – Sedalia

January 2012

Community Outreach meetings – Marshall, Slater, Sweet Springs

January 3, 2012 – Committee meeting – Marshall

February 2012

Community Outreach meetings – Any not completed previously

February 7, 2012 – Committee meeting – Concordia

March 2012

Complete CEDS compilation

March 6, 2012 – Committee meeting – Concordia

April 2012

Public Comment Month

April 3, 2012 – Committee meeting – Concordia

May 2012

May 1, 2012 – Committee meeting – Concordia

May 15, 2012 – CEDS to Pioneer Trails Regional Planning Commission Board for approval

May 31, 2012 – CEDS submitted to Economic Development Agency