



802 S. Gordon, Rm. 102  
P.O. Box 123  
Concordia, MO 64020

Phone 660-463-7934  
Fax 660-463-7944

## **Meeting Notice and Proposed Agenda**

### **Pioneer Trails Regional Planning Commission Comprehensive Economic Development Strategy (CEDS) Committee**

**Tuesday, October 4, 2011 – 10:00 a.m.**

**Odessa Community Center  
601 West Main Street, Odessa, MO**

The Comprehensive Economic Development Strategy (CEDS) Committee was originated as part of a broader regional project to develop and initiate regional strategies for the long-term growth and economic stability of Johnson, Lafayette, Pettis and Saline Counties. We invite you to join us as we assess our current status in the CEDS process and determine an action plan in moving forward with the CEDS.

1. Call to Order
2. Self-Introductions
3. Agenda Approval
4. September Minutes Approval
5. Old Business:
  - a. Public meeting schedule
  - b. CEDS committee vacancies
6. New Business
  - a. CEDS Outline
    - i. Background
    - ii. Analysis of Economic Development Problems and Opportunities
    - iii. CEDS Goals and Objectives – Defining Regional Expectations
    - iv. Community and Private Sector Involvement
    - v. Strategic Projects, Programs and Activities
    - vi. CEDS Plan of Action
    - vii. Performance Measures
7. Community Leader Input
8. Upcoming meetings
  - i. November 1, 2011 – Johnson County - UCM
  - ii. December 6, 2011 – Pettis County
  - iii. January 3, 2012 – Saline County
  - iv. February 7, 2012 – Concordia
  - v. March 6, 2012 – Concordia
  - vi. April 3, 2012 – Concordia
  - vii. May 1, 2012 – Concordia
9. Adjourn

# CEDS Committee Meeting Minutes

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September 13, 2011

The Comprehensive Economic Development Strategy (CEDs) Committee for the Pioneer Trails Regional Planning Commission met Tuesday, September 13, 2011 in the Concordia Community Center.

## 1. Call to Order

The meeting was called to order at 10:05 a.m. by Tracy Brantner, chairperson.

## 2. Self Introductions

Self introductions were made by those in attendance:

- Jim Marcum, Marcum Landscaping
- Tracy Brantner, Johnson County EDC
- Kelly Dyer, UCM-SBTDC
- Jim Clarke, City of Odessa
- Allan Rohrbach, City of Green Ridge
- David Rohrbach, Citizen
- Mark Heins, State Bank of Missouri
- Brenda Bryan, State Fair Community College
- Jessica Craig, Metropolitan Community College
- Cathy Cox, Pioneer Trails RPC

## 3. Agenda Approval

A motion was made by Rohrbach and seconded by Dyer to approve the agenda. A vote solicited unanimous approval.

## 4. Old Business

The 2011 CEDs annual report was provided for the committee to review. This is the report that was submitted to the Economic Development Agency (EDA) in June 2011. Brantner provided an overview of the EDA CEDs process. The RPC is currently operating under a CEDs that was developed in 2007 and is to be updated/revised every five years. The new CEDs is due in June 2012.

## 5. New Business

### a. Strategy for CEDs renewal

A lengthy discussion of the strategy for completing the 2012 CEDs took place with the following highlights reviewed:

- The group will reach out to community groups for input in the planning process
- The goals of the CEDs committee are not aligned with the existing CEDs. This is a golden opportunity to make the CEDs the planning document for the Pioneer Trails Region.
- The committee members are expected to contribute in coordination of community outreach meetings in their respective areas. Committee members will also play an integral role in compiling, editing and submitting the completed CEDs document.
- We will make every effort to hold 2 to 3 meetings per county, 2 or 3 times per month over the months of October, November, December and January. A tentative list of communities is as follows:
  - Holden, Leeton and Warrensburg in Johnson County
  - Sedalia, La Monte and Smithton in Pettis County
  - Higginsville, Lexington and Odessa in Lafayette County
  - Marshall, Slater and Sweet Springs in Saline County
- April 2012 will be the month designated for the 30 day comment period
- The CEDs document will be presented to the Pioneer Trails Regional Planning Commission Board for review and approval at the May 15, 2012 meeting.
- The CEDs committee needs to look at SWOT analyses that have been recently completed in the region and build off of this information.

# CEDS Committee Meeting Minutes

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September 13, 2011

- The message ideas that need to be relayed when soliciting attendees at the community meetings should include “what’s in it for me?”, “map your communities future”, “let your voice be heard”, and “help assure longevity in your community”
- Radio PSA’s, Email, Facebook, Websites, Chambers of Commerce, and local business organizations can be utilized for promoting meetings.
- Cox will develop a plan for meetings and facilities by the October meeting
- Local communities will be asked to determine the time and location that works best for them

**b. CEES committee structure / vacancies**

There are a few vacancies on the CEES committee. Dyer will contact a potential representative for Saline County.

A county elected official is needed. Cox will try to identify one.

**c. Upcoming meeting locations**

Community leaders will be invited to attend CEES committee meetings for the next four months. Meetings will be as follows

- October 4, 2011 – Odessa
- 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

Other business discussed included the need to develop a communication strategy for the CEES committee. Linked In and Email were discussed as options, however no determination was made.

**6. Adjourn**

The meeting was adjourned at 11:15 a.m.

# September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Community Meetings Odessa - Higginsville - Lexington

# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Community Meetings Holden - Leeton - Warrensburg

# November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Community Meetings Sedalia - LaMonte - Smithton

# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Community Meetings Marshall - Slater - Sweet Springs

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Community Meetings Any not completed previously

# February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# Public Comment Month

# April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		

# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 1	6 2	7 3	8 4	9 5	10 6	11 7
12 8	13 9	14 10	15 11	16 12	17 13	18 14
19 15	20 16	21 17	22 18	23 19	24 20	25 21
26 22	27 23	28 24	29 25	30 26		





**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.*

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**Planning Organization:**

**Address:**

**Contact Name / Title:**

**Contact Phone / E-mail:**

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**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:

### § 303.4

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past performance, and the overall effectiveness of their CEDS.

(c) For Planning Investment awards to a State, the Assistant Secretary shall also consider the extent to which the State will integrate and coordinate its CEDS with local and Economic Development District plans.

(d) The Investment Rates for Planning Investments will be determined in accordance with §301.4 of this chapter.

#### §303.4 Award requirements.

(a) Planning Investments shall function in conjunction with any other available Federal, State or local planning assistance to ensure adequate and effective planning and economical use of funds.

(b) Except in compelling circumstances as determined by the Assistant Secretary, EDA will not provide Planning Investments for multiple CEDS that address the needs of an identical or substantially similar Region.

(c) EDA will provide a Planning Investment for the period of time required to develop, revise or replace, and implement a CEDS, generally in thirty-six (36) month renewable Investment project periods.

[71 FR 56675, Sept. 27, 2006, as amended at 73 FR 62866, Oct. 22, 2008]

#### §303.5 Eligible administrative expenses.

In accordance with applicable Federal cost principles, Planning Investments may be used to pay the direct and indirect costs incurred by a Planning Organization in the development, implementation, revision or replacement of a CEDS and for related short-term planning activities.

#### §303.6 EDA-funded CEDS process.

If EDA awards Investment Assistance to a Planning Organization to develop, revise or replace a CEDS, the Planning Organization must follow the procedures set forth in this section:

(a) The Planning Organization must appoint a Strategy Committee. The Strategy Committee must represent the main economic interests of the Region and must include Private Sector Representatives as a majority of its membership. In addition, the Planning

Organization should ensure that the Strategy Committee includes public officials, community leaders, representatives of workforce development boards, institutions of higher education, minority and labor groups, and private individuals. The Strategy Committee representing Indian Tribes or States may vary.

(b) The Planning Organization must develop and submit to EDA a CEDS that:

(1) Complies with the requirements of §303.7; and

(2) Was made available for review and comment by the public for a period of at least thirty (30) days prior to submission to EDA.

(c)(1) After obtaining EDA approval of the CEDS, the Planning Organization must submit annually an updated CEDS performance report to EDA.

(2) The Planning Organization must submit a new or revised CEDS to EDA at least every five (5) years, unless EDA or the Planning Organization determines that a new or revised CEDS is required earlier due to changed circumstances.

(3) Any updated CEDS performance report that results in a change of the requirements set forth in §303.7(b)(3) of the EDA-accepted CEDS or any new or revised CEDS, must be available for review and comment by the public in accordance with paragraph (b)(2) of this section.

(d) If EDA determines that implementation of the CEDS is inadequate, it will notify the Planning Organization in writing and the Planning Organization shall submit to EDA a new or revised CEDS.

(e) If any part of a Region is covered by one or more of the Regional Commissions as set forth in section 404 of PWEDA, the Planning Organization shall ensure that a copy of the CEDS is provided to the Regional Commission(s).

#### §303.7 Requirements for Comprehensive Economic Development Strategies.

(a) *General.* CEDS are designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen Regional economies. The CEDS should

analyze the Regional economy and serve as a guide for establishing Regional goals and objectives, developing and implementing a Regional plan of action, and identifying investment priorities and funding sources. Public and private sector partnerships are critical to the implementation of the integral elements of a CEDS set forth in paragraph (b) of this section. As a performance-based plan, the CEDS will serve a critical role in a Region's efforts to defend against economic dislocations due to global trade, competition and other events resulting in the loss of jobs and private investment.

(b) *Technical requirements.* A CEDS must be the result of a continuing economic development planning process, developed with broad-based and diverse public and private sector participation, and shall contain the following:

(1) A background of the economic development situation of the Region with a discussion of the economy, population, geography, workforce development and use, transportation access, resources, environment and other pertinent information;

(2) An in-depth analysis of economic and community development problems and opportunities, including:

(i) Incorporation of relevant material from other government-sponsored or supported plans and consistency with applicable State and local workforce investment strategies; and

(ii) An identification of past, present and projected future economic development investments in the Region covered;

(3) A section setting forth goals and objectives necessary to solve the economic development problems of the Region;

(4) A discussion of community and private sector participation in the CEDS effort;

(5) A section listing all suggested Projects and the projected numbers of jobs to be created as a result thereof;

(6) A section identifying and prioritizing vital Projects, programs and activities that address the Region's greatest needs or that will best enhance the Region's competitiveness, including sources of funding for past and potential future Investments;

(7) A section identifying economic clusters within the Region, focusing on those that are growing or in decline;

(8) A plan of action to implement the goals and objectives of the CEDS, including:

(i) Promoting economic development and opportunity;

(ii) Fostering effective transportation access;

(iii) Enhancing and protecting the environment;

(iv) Maximizing effective development and use of the workforce consistent with any applicable State or local workforce investment strategy;

(v) Promoting the use of technology in economic development, including access to high-speed telecommunications;

(vi) Balancing resources through sound management of physical development; and

(vii) Obtaining and utilizing adequate funds and other resources; and

(9) A list of performance measures used to evaluate the Planning Organization's successful development and implementation of the CEDS, including but not limited to the following:

(i) Number of jobs created after implementation of the CEDS;

(ii) Number and types of investments undertaken in the Region;

(iii) Number of jobs retained in the Region;

(iv) Amount of private sector investment in the Region after implementation of the CEDS; and

(v) Changes in the economic environment of the Region; and

(10) A section outlining the methodology for cooperating and integrating the CEDS with a State's economic development priorities.

(c) *Consideration of non-EDA funded CEDS.* (1) In determining the acceptability of a CEDS prepared independently of EDA Investment Assistance or oversight for Projects under parts 305 and 307 of this chapter, EDA may in its discretion determine that the CEDS is acceptable without fulfilling all the requirements of paragraph (b) of this section. In doing so, EDA shall consider the circumstances surrounding the application for Investment Assistance, including emergencies or natural disasters and the fulfillment of the requirements of section 302 of PWEDA.

### § 303.8

(2) If the CEDS for a Project under parts 305 and 307 of this chapter is developed under another federally-supported program, it must include acceptable performance measures similar to those set forth in paragraph (b) of this section and information on the state of the Regional economy. To the maximum extent practicable, the CEDS shall be consistent and coordinated with any existing economic development plan for the Region.

#### § 303.8 Requirements for State plans.

(a) As a condition of a State receiving a Planning Investment:

(1) The State must have or develop a CEDS that meets the requirements of § 303.7;

(2) Any State plan developed with Planning Investment Assistance must, to the maximum extent practicable, be developed cooperatively by the State, political subdivisions of the State, and the Economic Development Districts located wholly or partially in the State; and

(3) The State must submit to EDA an annual report on any State plan receiving Planning Investment Assistance.

(b) Before awarding a Planning Investment to a State, EDA shall consider the extent to which the State will take into account local and District economic development plans.

#### § 303.9 Requirements for short-term Planning Investments.

(a) In addition to providing support for CEDS and State plans, EDA may also provide Investment Assistance to support short-term planning activities. EDA may provide such Investment Assistance to:

(1) Develop the economic development planning capacity of States, cities and other Eligible Applicants experiencing economic distress;

(2) Assist in institutional capacity building; or

(3) Undertake innovative approaches to economic development.

(b) Eligible activities may include but are not limited to updating a portion of a CEDS, economic analysis, development of economic development policies and procedures, and development of economic development goals.

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(c) Applicants for short-term Planning Investments must provide performance measures acceptable to EDA that can be used to evaluate the success of the program and provide EDA with progress reports during the term of the Planning Investment, as set forth in the Investment agreement.

## PART 304—ECONOMIC DEVELOPMENT DISTRICTS

Sec.

304.1 Designation of Economic Development Districts: Regional eligibility.

304.2 District Organizations: Formation, organizational requirements and operations.

304.3 District modification and termination.

304.4 Performance evaluations.

AUTHORITY: 42 U.S.C. 3122; 42 U.S.C. 3171; 42 U.S.C. 3172; 42 U.S.C. 3196; Department of Commerce Organization Order 10–4.

SOURCE: 71 FR 56675, Sept. 27, 2006, unless otherwise noted.

#### § 304.1 Designation of Economic Development Districts: Regional eligibility.

Upon the request of a District Organization (as defined in § 304.2), EDA may designate a Region as an Economic Development District if such Region:

(a) Contains at least one (1) geographic area that is subject to the economic distress criteria set forth in § 301.3(a)(1) of this chapter and is identified in an approved CEDS;

(b) Is of sufficient size or population and contains sufficient resources to foster economic development on a scale involving more than a single geographic area subject to the economic distress criteria set forth in § 301.3(a)(1) of this chapter;

(c) Has an EDA-approved CEDS that (1) Meets the requirements under § 303.7 of this chapter;

(2) Contains a specific program for intra-District cooperation, self-help, and public investment; and

(3) Is approved by each affected State and by the Assistant Secretary;

(d) Obtains commitments from at least a majority of the counties or other areas within the proposed District, as determined by EDA, to support the economic development activities of the District; and