

# Board of Crawford County Commissioners

## Commissioners' Journal

2019, FORTY-FIRST MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM  
Girard, KS Friday, June 21, 2019 10:00 AM

The Crawford County Board of Commissioners met pursuant to Kansas Statutes

Annotated Chapter 19, Article 2, Section 18 in due and regular session with open doors.

Commissioner Tom Moody served as the presiding officer.

Commissioners Bruce Blair and Jeremy Johnson were in attendance.

County Clerk Don Pyle was seated with the Board.

Chairman Moody led the pledge of allegiance.

### UNDER THE HEADING BUSINESS FROM A PREVIOUS MEETING CONSENT AGENDA

**On motion (19-185)** of Commissioner Johnson and the second of Commissioner Moody that the consent agenda be approved including:

1. Approval of the **June 18, 2019** minutes of the Board of County Commissioners, and
2. Authorizing the Chairman to sign the previous week's vouchers.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed and the consent agenda was approved.**

### SIGNING OF MOTIONS

The County Clerk presented the following motions for Commissioners' signatures:

Motion 19	182	That the consent agenda be approved including: Approval of the June 14, 2019 minutes
Motion 19	183	To approve the Kansas Emergency Solutions (ESG) Grant Agreement between Crawford County and Safehouse Crisis Center, Inc. and authorize the Chairman to sign
Motion 19	184	To approve the proposal from John L. Peterson, PA, Attorney at Law to assist Crawford County in renewing the Landfill Agreement

### UNDER THE HEADING NEW BUSINESS

**PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS**

**MESSAGES FROM CRAWFORD CO LOCAL BOARD OF HEALTH**

**MESSAGES FROM ELECTED OFFICIALS**

# Board of Crawford County Commissioners

## MESSAGES FROM APPOINTED OFFICIALS MESSAGES FROM THE PUBLIC MESSAGES FROM OTHER GOVERNMENTAL ENTITIES

**Item One:** Mr. Devin Gorman CVB Executive Director presenting a recommendation on funding for the Girard History Museum. Mr. Gorman reviewed the application for funding received from the Girard History Museum and the recommendation for funding from the CVB Board. Ms. Terri Harley spoke about some of the activities that have been taking place at the museum. Ms. Harley presented a poster describing the activities that will be held at the Little Blue Books Festival on July 19 & 20, 2019. Ms. Debbie Sims spoke about the importance of the Little Blue Books. The commissioners recognized the hard work that has taken place to get the museum into good shape.



**Crawford County**  
Convention & Visitors Bureau

To: Board of Crawford County Commissioners  
From: Crawford County Convention and Visitors Bureau  
Date: June 19, 2019  
Subject: Crawford County Museum Fund – Application of Girard History Museum

### Recommendation:

The Crawford County Convention and Visitors Bureau (CVB) Advisory Board recommends the funding of the Girard History Museum (GHM) in accordance with the terms laid out in the Crawford County Museum Fund (Exhibit A). The CVB Advisory Board acknowledges that not all requirements are currently met, but that a six month “probationary” period be instituted given the provision that:

*“Applicants shall provide written proposal outlining their plan to meet the following requirements. Applicants must meet the requirements and be open for business, a minimum of six (6) hours, five (5) days a week, within 6 months of approval, to continue to receive funding.”*

The CVB Advisory board recommends the six month period begin July 1, 2019. The status of the Girard History Museum and its fulfillment of all requirements will be evaluated following this period and a determination will be made as to whether the museum should continue receiving quarterly allocations from the Crawford County Museum Fund.

### Discussion:

During a regular CVB Advisory Board meeting on June 12, 2019, the board discussed the application from Friends of Historic Girard, operators of the Girard History Museum. Three main deficiencies were discussed, all of which are requirements set forth in the Crawford County Museum Fund but are not currently met by the GHM:

1. Hours of Operation – Currently only open 3 days a week from 10:00 a.m. to 2:00 p.m. and by appointment
2. Restrooms – There are no working restroom facilities on the premises
3. Marketing – No marketing plan was submitted and questions were raised as to how the museum plans to attract visitors outside of Girard

The GHM is currently working to fulfill other requirements not currently met, such as a listing on the TravelKS web site, a sign stating “Funded in Part by Board of Crawford County Commissioners,” and a listing in the Kansas Travel Guide. These requirements were not noted as concerns given the application stated that they are currently being addressed.

### Considerations:

Per the “Crawford County Museum Fund contribution split” outlined in Exhibit A, Crawford County and the CVB would be liable for their portions of Museum #3 funding. Given the six month probation period, two quarterly payments would be required: \$1,875/quarter from the CVB budget and \$4,375/quarter from Crawford County.

The Crawford County Historical Museum and the Miners Hall Museum are both currently funded and would be considered Museum #1 and Museum #2.

# Board of Crawford County Commissioners

(EXHIBIT A)

## Crawford County Museum Fund

The Crawford County Museum Fund is being established to provide a sustainable funding model for museums in Crawford County. Contributions will come from county general funds and funds derived from the counties 6% transient guest tax. The Crawford County Museum Fund is separate from disbursements from the "Historic Fund" or "Elderly Fund." The Crawford County Museum Fund will provide up to \$25,000 annually for no more than three (3) museums as defined below at any given time. Use of funds are at the discretion of each entity, i.e. personnel, construction, renovations, maintenance, operations, etc. so long as they meet the below criteria.

Applicants shall provide written proposal outlining their plan to meet the following requirements. Applicants must meet the requirements and be open for business, a minimum of six (6) hours, five (5) days a week, within 6 months of approval, to continue to receive funding.

- Must be located in Crawford County, Kansas
- Primary function must be to serve the community as a "museum" - an institution devoted to the procurement, care, study, and display of objects of lasting interest or value; a place where objects are exhibited
- Shall maintain 501(c)3 status with the Federal Internal Revenue Service
- Shall maintain non-profit corporation status with the Kansas Secretary of State
- Shall provide Crawford County with complete board roster and contact information
- Shall provide Crawford County with annual budget and an annual financial report
- Shall have a minimum annual attendance of at least 2,000 visitors
- Shall be of significance to tourists and derive a major portion of income or visitors from motorists not residing in the area of the facility during the normal business season.
- Shall provide sufficient staff to allow for a significant experience for the traveling tourist
- Shall be in operation for a continuous twelve (12) months, a minimum of six (6) hours, five (5) days a week of which one day should be a Saturday or Sunday, excluding certain holidays.
- Shall be listed on the www.TravelKS.com website, in the Kansas Travel Guide, and have promotional literature distributed at Kansas Travel Information Centers
- Shall submit an annual attendance report to Crawford County
- Shall submit a letter of support by the local Destination Management Organization (DMO), i.e. Convention & Visitors Bureau, Chamber of Commerce, or Economic Development Office annually to receive continued funding
- Shall have the name of the business prominently displayed on the premises in such a manner that it is readily visible to motorists from the public highway on which the facility is located
- Shall display a sign stating "Funded in Part by Board of Crawford County Commissioners."
- Shall provide modern restroom facilities, drinking water and public access to a telephone for emergency purposes
- Shall provide for parking on site or have available parking for 10 vehicles or whatever is suitable for the specific attraction within two (2) blocks of the attraction. Bus parking must also be available
- Shall provide clearly for display any general admission charges at the place of entry to the attraction.
- Shall be licensed and approved by the appropriate state and/or local agencies regulating the particular type of business or activity
- Shall comply with all applicable laws concerning the provision of public accommodations without regard to age, race, religion, color, sex, national origin, or accessibility by the physically handicapped

Crawford County Museum Fund contribution split:

	Crawford County	Crawford County CVB
Museum #1	\$12,500 (50%)	\$12,500 (50%)
Museum #2	\$15,000 (60%)	\$10,000 (40%)
Museum #3	\$17,500 (70%)	\$7,500 (30%)
Total	\$45,000 (60%)	\$30,000 (40%)

\* Funds distributed at the discretion of the Board of Crawford County Commissioners

\* Entities will no longer be available for Crawford County Museum Fund once their reserve fund has exceeded \$100,000.

**On motion (19-186)** of Commissioner Johnson and the second of Commissioner Moody to approve the recommendation of the CVB Advisory Board to provide funds for the Girard History Museum from the Crawford County Historical and Museum Fund for a 6 month probationary period.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

## Board of Crawford County Commissioners

**Item Two:** Mr. Devin Gorman, CVB Executive Director, presenting an update on the activities of the Convention & Visitor's Bureau. Mr. Gorman handed out information to the Commissioners that detailed the events that have taken place recently and events that are coming up in the near future. He discussed hotel occupancy and the amounts received from the guest tax and he stated that hotels had sold 100,000 room nights in Crawford County for 2 years in a row. There was a discussion of new software to be installed at the CVB and Mr. Gorman explained what the software will accomplish. He discussed the Tourism Development Fund which will be available to help fund projects to increase tourism. Mr. Gorman discussed the additional rooms available now with the new hotels, the events calendar on their website and their monthly newsletters. Mr. Gorman also discussed the main goals of the CVB for the next year. The commissioners thanked Mr. Gorman for his hard work.

### **PROCLAMATION AND ORDERS OF THE BOARD NEW BUSINESS**

**Item One:** Mr. Pyle discussed the new valuation numbers for the county and stated that there is an increase of over 10,000,000 in assessed valuation. Mr. Pyle stated that most of the increase is due to new construction and that this amounted to a 3.8% increase in assessed values overall.

**Item Two:** Mr. Johnson discussed the Brownfield meeting he attended in Chanute. Mr. Johnson stated that the redevelopment of these blighted areas can become an opportunity for economic development.

**Item Three:** Mr. Johnson asked Mr. Pyle about the tax lid calculations for the county budget. Mr. Pyle stated that those calculations would be a big part of the budget process and that he should have those items completed in the next week.

### **UNDER THE HEADING OLD BUSINESS**

**Item One:** Mr. Pyle wanted to know if the courthouse would be open on Friday, July 5. It was discussed that with the July 4 holiday on Thursday, there would probably little activity in the courthouse on Friday. The commissioners felt that it would be good for the county employee's morale.

**On motion (19-187)** of Commissioner Johnson and the second of Commissioner Moody to close the Crawford County Courthouse on July 4 and July 5, 2019 for the Independence Day Holiday.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

**Item Two:** Mr. Blair stated that he is still waiting on some numbers about the cost of some options for trucks and that he should have those on Tuesday.

# Board of Crawford County Commissioners

## EXECUTIVE SESSION

### UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS

#### FUTURE BUSINESS:

**Item One: June 28, 2019 – 8:30 AM** Work Session to review and sign June bill and payroll vouchers.

**Item Two: June 28, 2019** – Susan Perry, Fiscal Director SEK Area Agency on Aging, to discuss Elderly Fund Distributions for 2020.

**Item Three: June 28, 2019** – Mr. Jim Zibert, Earle’s Engineering, update on Sewer Dist. 3 forced main relocation.

#### ANNOUNCEMENTS:

**Item One: June 24, 2019** – Ribbon Cutting Ceremony for the new Highway 69 Expansion at the Cherry Grove Baptist Church located at 297 US 69 Hwy, Garland, Kansas at 10:30 AM. All three commissioners may be in attendance.

**Item Two: July 4, and July 5, 2019** – The Courthouse will be closed in observance of the Independence Day Holiday.

### UNDER THE HEADING MOTION TO ADJOURN MOTION TO ADJOURN

**Item One:** Adjournment

**On the motion** of Commissioner Johnson and the second of Commissioner Moody to adjourn the [June 21, 2019](#) meeting of the Board of Crawford County Commissioners at 10:52 AM and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

**In Testimony whereof, I have hereunto set my hand and caused to be affixed my official seal and submitted these minutes for the approval of the Board of Crawford County Commissioners.**

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**Don Pyle**  
County Clerk

**Board of Crawford County Commissioners**



**This submission completed at the Crawford County Courthouse in Girard.**

**Taken BKW 6/21/19 at 10:53 AM, Amended by DPP on 6/24/19 at 12:20 PM**