TO: Board of County Commissioners
    County Counselor

FROM: Shane Krull, County Administrator

DATE: January 8, 2020

SUBJECT: STUDY SESSION AGENDA

Start Time: 10:00am

1. General Discussion.
2. Discuss remounting medic 5 with Frank Burrow.
4. Receive planning department monthly report.
5. Discuss reappointing Chris Brown and Ken Patrick to Board of Zoning Appeals | appointments expire January 2020.
6. Discuss Lake Region Solid Waste Authority rural representative with JR McMahon.
7. Discuss snow removal plan with JR McMahon.
8. Discuss proposed vicious dog resolution with David Heger.
9. Discuss PBC Series 2020A and 2020B convertible refunding revenue bonds with Steve Lyman.
MIAMI COUNTY
STAFF REQUEST FOR COMMISSION ACTION

SUBMITTED BY: Frank Burrow 913-548-9325
REQUESTED MEETING DATE: 01/08/2020

DEPARTMENT: EMS
REQUESTED MEETING:
☒ STUDY SESSION  ☒ REGULAR MEETING

CONTACT INFORMATION: fburrow@miamicountyks.org
PROJECT / REFERENCE NUMBER: 100-307-3709

AGENDA SUBJECT:
Remount of Medic 5 a 2015 Ford E 450 with 160,000 miles to a 2020 Ford E 4450 chassis.

AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Remounting of the patient compartment (box) from the 2015 chassis to a 2020 Ford E 450 chassis. This includes removal of cabinets, rewiring of box and replacing cabinets. Due to the damage from a deer strike in November there will be a $1500 charge which will be covered under a different line item. We felt this was better that fixing it at an estimate of $5,000 and only using it for a month.

REQUESTED ACTION / STAFF RECOMMENDATION:
Seeking approval for the release of funds from 100-307-3709 for the Remount of Medic 5. This is a budgeted item.

BUDGET IMPACT:
$132,500

BUDGET AVAILABLE FOR THIS ITEM: $181,500
BUDGET REMAINING FOR THIS ITEM: $49,000

FUND / LINE ITEM TO BE CHARGED: 100-307-3709
ITEM BUDGETED?: ☒ YES  ☐ NO
CAPITAL PROJECT?: ☒ YES  ☐ NO

Frank Burrow
SUBMITTER'S SIGNATURE: 1/2/20
DATE:
<table>
<thead>
<tr>
<th>FISCAL REVIEW</th>
<th>1/2/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEGAL REVIEW</th>
<th>1-2-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATOR REVIEW</th>
<th>1-2-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTY CLERK’S OFFICE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Action Taken:</td>
</tr>
<tr>
<td>□ Accepted</td>
</tr>
<tr>
<td>Date Action Taken:</td>
</tr>
<tr>
<td>Required Follow-up Date:</td>
</tr>
<tr>
<td>Publication Required:</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>Submitted to Publication By:</td>
</tr>
<tr>
<td>NPG Account Number:</td>
</tr>
<tr>
<td>Mailed By:</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
</tbody>
</table>
February 11, 2019

Dave Ediger/ Frank Burrows
Miami County EMS
PO Box 536
Paola, Kansas 66071

These prices are for remounting your current Life Line’s Unit to a 2020 model year Ford E450 gas chassis. This would duplicate the remount done in 2018. The GPC has been used in the following pricing. This pricing is for budgeting purposes only due to the time line of the actual placed order.

Install Federal Speakers in Bumper
Replace Stealth Lock Switch (Rear License Plate)
Transfer Cameras & Monitor in headliner
Add (4) M2 Grille lights (Ref. Rmt #2233)
Transfer over Intersection lights
Keep Wiring & Antenna in place for wireless modem (In Aisle)
Delete Front & Rear Wall # Plate
New Ejector type shoreline w/White cover - (Access cover plate White - If needed)
Move Vanner Display from above shoreline (weld holes shut) to driver’s side console
Check All Exterior Door Shocks
Rear Wheel Well Lights - Re-use lights and match Intersection flange (weld screw holes shut)
Replace All Bad Actuators
Install New HED Gen II Touch Pad System
Add 2nd rear switch panel (Does Not include new angle cabinet if needs)
Add (1) switch at the bandage cabinet for window tint. This involves extra wiring to make it 3-way switching. Replace the switches for window tint in the action area & Fluor lights on the curbside wall (INC). Add (1) switch in the chimney for right flood cut out (INC).
Flooring - Lonpearl 717 Orca Blue
Replace Attendant Seat & Base - EVS #1880S Child Safety Seat / MV104 Cobalt Blue
Install Cab door straps - (Navistar Part) #3516570C3
Radio Wires in Action Area - Do Not Remove
Replace A-Bar cushions
Side & Rear entry doors - Re-use lights w/Grommet mounts
Install TecNiq LED Inserts to center strip lights
Install 115 Volt outlet or CS above squad bench

S tryker Power pro stretcher

Total Remount: $132,500.00

Stryker Power pro stretcher: $19,765.00

Thanks for the continued support
Rocky Mountain Emergency Vehicles

Troy Allen
President
Rocky Mountain Emergency Vehicles

3771 Revere St.
Denver, Colorado 80239

"Where the CONCEPT of SAFETY is a REALITY"
**VEHICLE REQUEST**

**DEPARTMENT: 307 - EMS Remount**

*Complete this form when requesting capital outlay funds for the purchase of a vehicle. Use this form when budgeting for object code 3709.*

<table>
<thead>
<tr>
<th>Description of Requested Equipment</th>
<th>Item Being Replaced/Vin #</th>
<th>Year Purchased</th>
<th>Scheduled Replacement</th>
<th>Requested Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Ford E 450 LifeLine</td>
<td>1fdxe4fs0fd26837</td>
<td>2015</td>
<td>☑</td>
<td>$132,500</td>
</tr>
</tbody>
</table>
DEPARTMENT: 307 EMS New Unit

Complete this form when requesting the purchase of equipment or vehicles. Use this form when budgeting for object codes 3701, 3706 or 3709.

What is the reason for replacement or purchase of new equipment/vehicle?

Remount of Medic 5

What is the proposed funding source for the equipment/vehicle?

Gen Fund

PART 1 | REQUESTED PURCHASE

Description: 2020 Ford E450 Life Line Ambulance

$ Amount Requested: $132,500

Type/Nature of Intended Use:
Transport of the Sick and Injured

PART 2 | SUGGESTED REPLACEMENT

Serial/VIN Number: 1fdxe4fs0fda26837

Make: Ford  Model: E450  Year: 2015

Type/Nature of Use: Transport of the sick and Injured patient

Frequency of Use: Daily

Current Mileage/Hours: 126,360 as of 03/04/2019 est. 158,000 - 165,000 mi

*If completing this form for the requested purchase of equipment or machinery (object code 3701) also complete Attachment 7.

*If completing this form for the requested purchase of construction equipment (object code 3706) also complete Attachment 8.

*If completing this form for the requested purchase of a vehicle (object code 3709) also complete Attachment 9.
Memo

To: Shane Krull, county administrator, and
    Miami County Commissioners

From: Janet McRae, director of economic development

Date: Dec. 30, 2019

Subject: December Monthly Report and Project Updates

At the commissioners’ request, a monthly report has been compiled to provide an overview of the department’s activities in relationship to the adopted strategic plan.

December Monthly Report
The attached monthly report is providing a summary of the department’s activities.

Greater Miami County Economic Development Corporation
Input is needed from the commissioners regarding the corporation’s bylaws. They can only be altered with the commissioner’s approval. A couple of issues have been noted and briefly discussed in the past. But one of the issues has become more pertinent, and input is needed regarding potential changes.

1. The Kansas Open Meetings Act is referred to incorrectly: “All meetings, including special meetings referred to below shall be open and shall comply with the Open Public Meetings Act of the State of Kansas.” It could be simplified to read as Kansas statutes.

2. Membership appointments for the cities current reads: “Cities of Louisville, Osawatomie, Paola and Spring Hill, one appointment each of a resident of either the City or the City’s growth area.” Growth areas are no longer in place. The requirement could be simplified to “one appointment each” allowing the cities greater discretion.

3. The more substantive change is in regard to the budget. Within Section 6.1, the bylaws currently state: “Prior to July 1 of each year, the Directors shall formulate a budget for the Corporation and the same shall be submitted to the Miami County Commission for ratification. If any account, category or line item shall be increased by Five Percent (5%) or more, the corporation shall notify the County Commission of Miami County, Kansas.”

The question really becomes how involved do the commissioners want to be in overseeing and directing budget. A couple of examples that have already come up.

a. The organization is using QuickBooks to manage their accounting. A free 30-day trial was initially used starting in November. Once that passed, the one year discount for the program was advantageous for the group. Using that discount, though, then made the organization exceed their line item for that account. It had been budgeted for three months in 2019.

b. While the paperwork with AltCap is in place, they have yet to bill us for setting up the accounts and the related banking fees. All of those expenses were shown in the 2019 budget but will now take place in 2020. As a nonprofit corporation, encumbrances are not an option.

The bylaw does not indicate when the notice should occur. It also does not reference if exceeding a line item is based on the total budget, month or quarter. The proposed change
would bring the corporation’s bylaws more in line with how the county’s departmental budgets are managed.

A range of options for the change could exist including:

- “Prior to July 1 of each year, the Directors shall formulate a budget for the Corporation and the same shall be submitted to the Miami County Commission for reference.”
- “Prior to July 1 of each year, the Directors shall formulate a budget for the Corporation and the same shall be submitted to the Miami County Commission for ratification. The Corporation has the authority to operate within the overall budget provided total expenses do not exceed more than x% of approved annual budget. If they exceed x%, notice must be made within 45 days with an explanation for why the change was made.”

Input is needed from the commissioners regarding consideration of these potential changes.

**Ady Advantage Update**

Ady Advantage’s target is to submit their interim report to Miami County the week of Jan. 20. A follow up phone call with her team is set for 10 a.m. Feb. 6. The interim report includes:

**Step 6: Interim Report**

Ady Advantage will present key findings and data to the project team and discuss project progress and next steps.
- Present the interim report, showcasing key findings developed in phase one via teleconference.
- Share, discuss and confirm target industries based on on-site analysis findings.
- Discuss project progress and share key themes identified from the opportunities and barriers assessment.
  - Validate findings and capture any additional data and insight from key project leaders.
- Develop summary documents for use in the strategy and vision workshop that outline key themes. These are to be shared with the strategy development workshop attendees in advance.
At the point of the written report, they will be between the steps of the Target Industry Positioning and the community workshop.

Once feedback is provided to her on the written report, they will finalize their plans for the strategy development workshop. It has been set for **noon to 3 p.m. Tuesday, Feb. 25 at the Miami County Extension Office.** A light lunch will be offered. Save the date notices have been sent to the cities, school districts and chambers of commerce. It did not confirmation the location or time. That information will be sent after direction is received from the commissioners.

The target group size should be no more than 40 attendees with an emphasis on the entities that will be involved in implementation. The Ady team suggested invited a few key employers along with related agencies.

The rough breakdown for potential attendees includes:

- Commissioners-5
- County staff-5
- Chambers of commerce-4
- School districts-5
- Higher education-2
- Cities-10
- Greater Miami County Economic Development-5
- Partners (KCADC, KansasWorks, NetWork KS, etc.)-5
- Utilities (Evergy, RWD2, etc.)-2
- Any spots that open could be filled with employers

This is how the workshop is described in the proposal.

**Step 8: Goals and Strategy Workshop**

*Ady Advantage will facilitate a goals and strategy workshop. The workshop is aimed at using stakeholder input to develop key goals that will drive the development of the strategic economic development plan. The workshop will be framed with data gathered from the previous steps in the methodology to help guide the goal setting discussion around economic development.***

- Facilitate a half-day workshop on-site.
  - The workshop should be no more than three hours.
  - At least 15 stakeholders should attend the workshop.
  - The workshop will be structured to focus on broad themes that were identified through the discovery and distill phases. Topics may include talent, business retention and expansion, business recruitment, housing, entrepreneurship and innovation, etc.
- Distribute summary documents that identify the areas of focused defined from the opportunity and barriers assessment. These should be shared with attendees in advance of the workshop to ensure everyone has similar understanding.
As a matter of reference, these are the steps which will follow the workshop.

**Step 9: Strategy Development**

*Using the outcomes from the goals and vision workshop, build-out and focus the strategies and tactics created from stakeholders. Add additional strategies and tactics that pull from the over 400 different communities Ady Advantage has worked with.*

- Organize strategies into areas of focus to align with those developed from the goals and vision workshop.
- Further develop strategies to create actionable and attainable outcomes.
- Strategies will include recommendations on business retention and expansion, business recruitment/marketing, entrepreneurship, talent and placemaking.
- Curate and enhance tactics created in the goals and vision workshop. Tactics will provide a focused level of detail to ensure plan implementers are able to connect the strategy to the necessary tasks to achieve it.

**Step 10: Alignment Session**

*Share the strategies and tactics with the core project team and facilitate an alignment session that outlines roles and responsibilities.*

- Lead a facilitated alignment session via teleconference that discusses the goals and strategies identified through the previous two steps.
- Discuss the most appropriate organization/group to accomplish specific strategies. Additionally, brainstorm economic development partners that will provide support and value in achieving the strategy.
- Assign preliminary priority levels of focus for strategies.
- Brainstorm metrics and key performance indicators that can be used to measure success.
- Discuss logistics for final presentation.

**Step 11: Implementation Map**

*Using outcomes from the alignment session, build out the implementation map that will be used to track the progress and success of the overall plan. The document will be able to be customized to fit the changing needs of Miami County.*

- Develop a customizable implementation map built to track the progress of tactics, strategies, and goals.
  - The implementation map will outline responsible parties, identify priority, and offer guidance on cost, sources of funding, completion timelines, etc.

![Implementation Map Images]

**Step 12: Teleconference Final Presentation**

*Present the final report and wrap up all research activities. An option is provided to present this report in person.*

- Deliver the final report to the Miami County core project team via teleconference.
- Discuss any questions, clarifications or edits needed.
- Discuss next steps, as applicable.

*We discussed paying the additional fee of $2500 for this to be an in person visit.*
An optional activity the cities may decide to pursue individually.

**Step 13: Community Economic Development Strategic Planning Alignment (OPTIONAL)**

*Once the Miami County Economic Development Strategic Plan is complete, based in part on input from the communities, employers, and other stakeholders, Ady Advantage will offer individual communities the opportunities to align their own strategic plans with the Miami County plan for optimal leverage and impact.*

- We will provide a separate proposal to each community based on the status of their existing plan(s) and the desired specificity of the implementation map.
Monthly Highlights

December 31, 2019

Economic Development

*Tier One Strategic Action Items*

**Relationship Building**
Build relationships between community leaders representing Miami County’s economic interests on a regional, state and national level

- Staff attended MARC’s Total Transportation Policy Council and Census 2020 meetings.
- Staff chaired the Goods Movement Committee meeting.
- Staff attended KCADC’s economic alliance meeting.
- Staff attended the statewide census meeting in addition to private meetings with Kansas Department of Commerce staff and Governor Kelley.
- The Northland Advisory Board conducted its annual meeting.
- Staff attended the City of Louisburg’s holiday dinner.
- More than 70 different individuals participated in the roundtable and one-on-one events with Ady Advantage.

**New Business Identification and Recruitment**
Assist communities with their business recruitment efforts

- Staff participated in meetings with the cities and prospects.

**Existing Business Retention and Expansion**
Assist communities with their business retention efforts

- Staff met with businesses to review state programs and verify their eligibility for assistance.
- One of the mini grants was completed by an Osawatomie business.
- Staff met with Kansas Manufacturing Solutions regarding development of their LINK program.
- Staff created marketing material to help promote the E-Community program.
- Staff created a list of business resources that will be used by the local chambers of commerce as monthly partnership spotlights.

**Workforce Training and Education**
Monitor workforce trends while identifying opportunities and resources for training

- Staff continued conversations with the school districts regarding their efforts to increase technical education opportunities throughout the county.
Housing
Aid communities utilizing economic development tools to revitalize existing neighborhoods and develop new housing stock
  • Staff attended a seminar hosted by MARC on new housing trends. County planning staff and the City of Louisburg also had representatives at the meeting.

Tier Two Strategic Action Items

Tourism
Promote Miami County’s successes and tourism opportunities
  • The 2020 visitor guides were delivered. They will be shipped in early January.
  • Farm tour sites for 2020 were reviewed and will receive their acceptance letters in January. Two sites from last year dropped off of the tour. Five are new; and 12 are returning sites.

Economic Data Collection and Resources
Gather and maintain economic data providing crucial information to businesses considering an expansion or new location, including a retail and commercial analysis to assist with identifying potential opportunities
  • Staff began gathering information about local upcoming Census promotional events and technology needs sites have as they prepare for assisting the public with the Census. Information is also being gathered regarding countywide options for promotional materials.

Infrastructure
Aid communities facing infrastructure challenges that limit economic development opportunities, including utilities and transportation networks
  • A new contact was identified for People’s Telecommunications. Staff discussed the area’s broadband needs with the new general manager. Connections were also made to the community representatives with possible meetings planned in January.
Project Summary

Lead Source
Dec. 31, 2019   Year to Year

The Kansas Department of Commerce and Kansas City Area Development Council are the primary outside sources of leads. The Other category includes real estate agents, news articles, etc.

Potential Location
Dec. 31, 2019   Year to Year

Some projects have a natural fit based on the requested site or building. Others are designated by the prospect. For community specific projects, staff works with that prospective business until all options have been pursued; other options within the county are then considered. Prior to 2019, projects designated as “County” are ones without a location preference or ones preferring a location within the unincorporated area.
Project Type
Dec. 31, 2019  Year to Year

Project Type
Projects generally fit into four categories: services, retail, manufacturing and distribution. The "Other" category includes nonprofit and similar projects.

Reason for Elimination
Dec. 31, 2019

Reason for Elimination
Based on a project's requirements the region may not have a suitable match. Completed projects are ones that selected a location within the county and opened operations. Projects that are still pending have not concluded their search.

2018 Comparison:

<table>
<thead>
<tr>
<th>Lack of</th>
<th>Existing Building</th>
<th>Prepared Site</th>
<th>Building or Site</th>
<th>Financing</th>
<th>Proximity to Market</th>
<th>Business Opened</th>
<th>Still Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17, 16%</td>
<td>7, 7%</td>
<td>5, 5%</td>
<td>12, 11%</td>
<td>18, 17%</td>
<td>22, 21%</td>
<td>23, 23%</td>
</tr>
<tr>
<td>Project #</td>
<td>Date</td>
<td>Lead Source</td>
<td>Status</td>
<td>Area</td>
<td>Business Type</td>
<td>Existing Building</td>
<td>Build to Suit</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>-------------</td>
<td>-------------</td>
<td>------</td>
<td>---------------</td>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>191201</td>
<td>12/12/2019</td>
<td>Local</td>
<td>Still Pending</td>
<td>Paola</td>
<td>Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>191202</td>
<td>12/17/2019</td>
<td>Local</td>
<td>Still Pending</td>
<td>Paola</td>
<td>Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Glaze</td>
<td>12/17/2019</td>
<td>KDOC</td>
<td>Lack of Site or Building</td>
<td></td>
<td>Manufacturing</td>
<td>350-400K sq ft with 20 ft ceilings and 8 to 10 shipping bays</td>
<td>20 acres with all utilities on site</td>
</tr>
</tbody>
</table>
## MIAMI COUNTY
### STAFF REQUEST FOR COMMISSION ACTION

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
<th>REQUESTED MEETING DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.R. McMahon</td>
<td>January 8th 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>REQUESTED MEETING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste</td>
<td>☑ STUDY SESSION</td>
</tr>
<tr>
<td></td>
<td>☐ REGULAR MEETING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT INFORMATION:</th>
<th>PROJECT / REFERENCE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.R. McMahon</td>
<td>None</td>
</tr>
</tbody>
</table>

### AGENDA SUBJECT:
Appoint Charlene Weiss to replace Mark Peters on the Lake Region Solid Waste Authority (LRSWA)

### AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Mark Peters has notified the LRSWA that he will no longer be able to represent Miami County on the board. Mrs. Charlene Weiss is stepping down as the LRSWA coordinator in early 2020 when a new coordinator is hired. She has volunteered to step in and replace Mr. Peters on the board.

### REQUESTED ACTION / STAFF RECOMMENDATION:
Commission Action to appoint Mrs. Charlene Weiss as the Miami County rural representative on the Lake Region Solid Waste Authority.

### BUDGET IMPACT:
None

### BUDGET AVAILABLE FOR THIS ITEM:  BUDGET REMAINING FOR THIS ITEM:
None  None

### FUND / LINE ITEM TO BE CHARGED:  ITEM BUDGETED?:  CAPITAL PROJECT?:
None  ☐ YES  ☐ YES

---

J.R. McMahon  Digitally signed by J.R. McMahon  Date: 2019.12.13 08:42:18 -06'00'

---

SUBMITTER'S SIGNATURE:  DATE:
FISCAL REVIEW

SIGNATURE: Steve Lyman  DATE: 12/19/2019

Comments:

LEGAL REVIEW

SIGNATURE:  DATE: 12/26/2019

Comments:

ADMINISTRATOR REVIEW

SIGNATURE:  DATE:

Comments:

COUNTY CLERK’S OFFICE USE

Commission Action Taken:

☐ Accepted  ☐ Denied  ☐ Postponed  ☐ Acknowledged

Date Action Taken: Required Follow-up Date:

Publication Required:

☐ Yes  ☐ No

Submitted to Publication By:

NPG Account Number:

Mail Distribution Required:

☐ Yes  ☐ No

Mailed By: