

Board of Crawford County Commissioners

Commission Meeting Agenda

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

- I. Meeting called to order**
 - a. Pledge of Allegiance
- II. Business from a previous meeting**
 - a. **Approval of consent agenda**
 - i. Consent agenda additions or deletions
 - 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.
 - b. **Signing of motions from the previous meeting**

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

- III. New Business**
 - a. Scheduled public hearings and opening of announced bids
 - b. Proclamations and orders of the Board
 - c. Messages from the Crawford County Local Board of Health
 - d. **Messages from other governmental entities**
 - i. Mr. Devin Gorman CVB Executive Director presenting Museum Fund update and CVB update.
 - e. Messages from elected officials
 - f. Messages from appointed officials
 - g. Messages from the public
 - h. **New Business**
 - i. Mr. Pyle, County Clerk
 - ii. Mr. Emerson, County Counselor
 - iii. Chairman Moody, Commissioner
 - iv. Mr. Johnson, Commissioner
 - v. Mr. Blair, Commissioner
- IV. Old Business**
 - a. **Old Business**
 - i. Mr. Pyle, County Clerk
 - ii. Mr. Emerson, County Counselor

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- iii. Chairman Moody, Commissioner
- iv. Mr. Johnson, Commissioner
- v. Mr. Blair, Commissioner

V. Future Business and Announcements

a. Future Business

- i. **June 28, 2019 – 8:30 AM** Work Sessions to review and sign June bill and payroll vouchers.
- ii. **June 28, 2019** – Susan Perry, Fiscal Director SEK Area Agency on Aging, to discuss Elderly Fund Distributions for 2020.
- iii. **June 28, 2019** – Mr. Jim Zibert, Earle’s Engineering, update on Sewer Dist. 3 forced main relocation.

b. Announcements

- i. **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.
- ii. **July 4, 2019** – The Courthouse will be closed in observance of the Independence Day Holiday

VI. Motion for adjournment

Individuals who wish to have their name listed on the official meeting agenda should please call the County Clerk’s Office (620-724-6115) by 12:00 p.m. on the day preceding the meeting at which they wish to appear. Individuals are welcome to appear without their name on the agenda. Advance notification simply makes it easier for the County Clerk’s Office to prepare the agenda. Thank you. If you are an individual with special needs, please contact the County Clerk’s Office in advance of your attendance at the meeting so any necessary arrangements can be made.



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.

(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.