

Mid-Missouri Regional Planning Commission
Board of Directors Meeting Minutes
Wednesday, December 16, 2015
Meeting Minutes

DRAFT

Attendees:	Representing:
Kenneth Kunze	Moniteau County
Les Hudson	City of Fulton
Dan Atwill	Boone County
Robin Triplett	City of Fayette
Marsha Broadus	Howard County
Darrel King	Moniteau County
Kris Scheperle	Cole County
Gary Jungermann	Callaway County
Sam Stroupe	Howard County
Gene Rhorer	City of Ashland
Sonny Sanders	City of Jefferson
Tim Grenke	City of Centralia
Brian Crane	City of Holts Summit
Kyle Klemp	Senator Claire McCaskill Representative
Ed Siegmund	Mid-MO Regional Planning Commission (Mid-MO RPC)
Lee Ann Jestis	Mid-MO RPC
Debra Griffin	Mid-MO RPC

Agenda Item I and II. Welcome and Call to Order

Chairman Gary Jungermann called the meeting to order at 5:38 pm. Introductions were made by those present.

Agenda Item III. Approval of Agenda

Darrel King motioned to approve the agenda. Tim Grenke seconded the motion. Motion passed unanimously.

Agenda Item IV. Review and Approval of Minutes

Darrel King motioned to approve the September 23 Board meeting minutes. Dan Atwill seconded the motion. Motion passed unanimously.

Agenda Item V. Financial Reports

Ed Siegmund reported expenditures for the RPC, as of November 18th totaled \$27,362.79. He indicated a total of \$29,313.20 in revenues was received, with \$25,341.91 in outstanding invoices. Total fund balance including reserves and RHSOC funds was \$171,483.16.

Mr. Siegmund presented the Budget Report for the month of November. He indicated that November was five months into the fiscal year, with budget line items tracking 5% below projected expenditures.

Les Hudson motioned to approve the November financial reports as presented. Dan Atwill seconded the motion. Motion passed unanimously.

Mr. Siegmund presented the RPC Balance Sheet, as of December 16. Expenditures totaled \$26,641.70 for the month. He indicated a total of \$32,216.91 in outstanding invoices. Total fund balance including reserves and RHSOC funds was \$145,429.86.

He indicated the Budget Report for the month of December was six months into the fiscal year, with budget line items tracking below projected with total budget expenditures at forty-five percent.

Kenny Kunze motioned to approve the December financial reports as presented. Darrel King seconded the motion. Motion passed unanimously.

Agenda Item VI. Action Items

Executive Director, Ed Siegmund reported on the following discussion-action items.

604B Grant Award

Missouri Department of Natural Resources (MoDNR) has awarded a 604B grant of \$69,850 to the RPC to assist Callaway County officials in the completion of a wastewater feasibility study for the Millersburg area, within the Cedar Creek watershed. A RFP will be issued to hire a consultant to complete the study. County officials will be selecting a 4-5 person panel to review the applicants.

Les Hudson motioned to approve Mr. Siegmund's request to enter into this contractual agreement with MODNR. Kris Scheperle seconded the motion. Motion passed unanimously.

Russellville Wastewater Project

The RPC has been selected by the City of Russellville to prepare a CDBG grant application, complete the environmental report and provide administrative support for grant funds in the upgrading of their wastewater treatment. Total project fee is \$18,000.

Darrel King motioned to approve Mr. Siegmund's request to enter into contractual agreements and add this project to the RPC work program. Tim Grenke seconded the motion. Motion passed unanimously.

Holts Summit Industrial Infrastructure CDBG

The City of Holts Summit has selected the RPC to provide administrative services and prepare the environmental report for a CDBG industrial infrastructure grant. The funds will be used to widen the access road and undertake storm water improvements to a local manufacturing facility that is expanding. Total project fee is \$18,500.

Tim Grenke motioned to approve Mr. Siegmund's request to enter into contractual agreements and add this project to the RPC work program. Les Hudson seconded the motion. Motion passed unanimously.

CDBG Disaster Planning Grant Award

The Missouri Association of Councils of Government (MACOG) grant application for statewide disaster resiliency planning has been approved by the Missouri Department of Economic Development (MoDED). The RPCs will be responsible for completing projects identified in Phase 1-Inventory of Deployable Resources within the region and Phase 3-Assessment and Preparedness for Individual Communities. Total funds to Mid-MO RPC for these activities is \$59,200.

It is anticipated that Mid-MO RPC staff will meet with area EMDs in the region January thru May to compile an inventory of deployable assets. Four communities in the RPC region will need to be

selected for Phase 3 of this project. Mr. Siegmund will draft a letter to the RPC membership requesting submittal of eligible planning activities or services needed. It was suggested by the Board members that a 25% participation fee would be required from selected communities. Mr. Siegmund will present the submitted entries at the March 23 Board meeting.

Annual Meeting Recap

The group questionnaires that were compiled at the November annual meeting have been reviewed and indicated an interest in training on how to conduct a meeting and also in Economic Development activities. Board members agreed a training seminar such as the "Attracting Retail Development for Small Communities" held six years ago could be beneficial to communities again. Mr. Siegmund noted arrangements to organize this event would take as much as four months. He will report on the progress at the March 23 Board meeting.

Officers - Secretary Vacancy

An officer is needed to fill the vacancy of Board Secretary. Dan Atwill nominated Howard County Presiding Commissioner, Sam Stroupe. Kenny Kunze requested nomination cease and acclamation of Commissioner Stroupe as Board Secretary.

Lee Ann Jestis reported new financial signature cards have been completed by the current RPC officers, Gary Jungermann, Kris Scheperle and Tim Grenke. Each RPC check issued requires the signature of any one of these approved officers and Executive Director Ed Siegmund.

Gary Jungermann motioned to approve these officers as check signers for the organization. Tim Grenke seconded the motion. Motion passed unanimously.

Upcoming Grant Deadlines

CDBG funding deadline for General Infrastructure, Demolition, and Community Facility projects is April 1, 2016. A listing of all CDBG 2016 funding categories and deadlines was included in the agenda packet.

Agenda Item VII. Committee Reports

Economic Development Advisory Committee (EDAC)

Mr. Siegmund reported Kimberly Martin of the Missouri Development Finance Board (MDFB) gave a presentation that focused primarily on the Tax Credit for Contribution Program. Recent projects in the RPC region that have used the MDFB program include the historic theatre restoration in Fulton and the Katy Bridge restoration in Boonville.

Transportation Advisory Committee (TAC)

Mr. Siegmund reported the TAC committee members discussed the update of the RPC Regional Transportation Plan. RPC staff will conduct additional outreach meetings with county representatives during the months of January and February 2016.

Area F RHSOC

Lee Ann Jestis reported a RPC monitoring visit was conducted by OHS on November 30. Two items noted as being reported were, reestablishing a Sole Source Vendor and monitoring of all sub-grantees.

The RHSOC committee is in need of disciplines for areas of Agriculture, Industries and Utilities, Sheriffs and Volunteers. Anyone interested is welcome at the upcoming meeting on January 19.

Agenda Item VIII. Announcements

The upcoming January meetings are as follows:

Area F RHSOC - January 19

RPC Lease-Purchasing discussion luncheon - January 27

TAC - January 27

Agenda Item IX. Adjournment

Kenny Kunze motioned to adjourn. Gene Rhorer seconded the motion. Motion passed unanimously.

Chairman Gary Jungermann adjourned the meeting at 6:55 p.m.