

Mid-Missouri Regional Planning Commission
Board of Directors Meeting Minutes
Wednesday, December 19, 2012
Meeting Minutes

DRAFT

| Attendees: | Representing: |
|-------------------|--|
| Eddie Brickner | Cooper County |
| Kenneth E. Kunze | Moniteau County |
| Robin Triplett | City of Fayette |
| Marsha Broadus | Howard County |
| Norris Gerhart | City of California |
| Les Hudson | City of Fulton |
| Brian Crane | City of Holts Summit |
| Doc Kritzer | Callaway County |
| Ed Siegmund | Mid-MO Regional Planning Commission (Mid-MO RPC) |
| Lee Ann Jestis | Mid-MO RPC |
| Katrina Thomas | Mid-MO RPC |
| Debra Griffin | Mid-MO RPC |

Agenda Item I. Welcome

Agenda Item II. Call to Order and Approval of Agenda

Chairman Eddie Brickner called the meeting to order at 5:28 pm.

Agenda Item III. Review and Approval of Minutes

Les Hudson motioned to approve the October 24, 2012 meeting minutes. Kenny Kunze seconded the motion. Motion passed unanimously.

Agenda Item IV. Financial Reports

Ed Siegmund, presented the November and December Treasurer's Report. Expenditures for November totaled \$27,462.40 and a total of \$23,677.77 in revenues was received. Total fund balance projected for November including reserves is \$173,672.88 with \$26,698.00 in outstanding invoices.

Expenditures for December totaled \$27,617.86 and a total of \$17,715.42 in revenues was received. Total fund balance projected for December including reserves is \$163,864.30 with \$24,084.00 in outstanding invoices.

Mr. Siegmund presented the Budget Report for the month of November. He indicated that as of November we were five months (forty-two percent) into the fiscal year, with budget line items tracking accordingly with total budget expenditures at thirty-five percent.

Mr. Siegmund presented the Budget Report for the month of December. He indicated that we were six months (fifty percent) into the fiscal year, with budget line items tracking accordingly with total budget expenditures at forty-two percent.

Norris Gerhart motioned to approve the Treasurer's Report and Budget Report for November and December as presented. Les Hudson seconded the motion. Motion passed unanimously.

Agenda Item V. Business – Ed Siegmund

CDBG Disaster Planning Project – Consultant Contract

It is recommended for local governments to have a Continuity of Operations Plan, (COOP) as it will help ensure they will be able to continue performing essential functions under a broad range of emergency circumstances. This project will consist of one COOP workshop in each county in the region by the consultant, Lisa Binkley. Ms. Binkley will provide disaster planning direction, develop templates, materials, presentations and facilitate all workshops and training. Each workshop will provide the materials, time and assistance for attendees to begin creating their own COOP plan. The project is scheduled to be completed by April 30, 2013 with a total payment to the consultant of \$10,000.

Mr. Siegmund requested the approval of the board members for Mid-MO RPC to enter into this consultant contract. Kenny Kunze motioned to approve the contract for professional services as presented. Doc Kritzer seconded the motion. Motion passed unanimously.

Grant Application to the MO Development Disabilities Council

Mid-MO RPC is currently under contract to provide an update to the Coordinated Public Transit – Human Services Transportation Plan. Mr. Siegmund explained the Missouri Development Disabilities Council is funding planning activities to address transportation services for the disabled. The Disabilities Council is interested in partnering with regional planning commissions to provide the planning coordination role in evaluating transportation services for the disabled population. The council will fund up to three projects for \$20,000 each in this planning phase and will last no more than one year. If awarded funds, the project period will begin February 1, 2013 and end no later than January 31, 2014.

Mr. Siegmund requested the approval of the board members to submit a grant application for this project. Brian Crane motioned to approve. Robin Triplett seconded the motion. Motion passed unanimously.

Work Program Review

Holts Summit CDBG Sewer Grant

Mr. Siegmund reported Mid-MO RPC submitted a Request for Proposal to the City of Holts Summit, for the environmental grant application and administration services for the city's wastewater treatment plant. The total project for the wastewater facility will be \$6.5 million. Mr. Siegmund noted that Holts Summit has selected the Mid-MO RPC for this project.

Mr. Siegmund requested the approval of the board members to enter into this contract and add to the Mid-MO RPC work program. Les Hudson motioned to approve. Doc Kritzer seconded the motion. Motion passed unanimously.

City of Boonville

Mr. Siegmund reported Mid-MO RPC has been approached by Dr. Jim Gann, Director of Technology Business Development at University of Missouri, to discuss an EDA funding application for the City of Boonville. The funds will be used to renovate Science Hall, located on Kemper Campus, into a training space for an IT Certificate program. Planning partners are the University of Missouri Center for Innovation and Entrepreneurship and State Fair Community College. Mid-MO RPC staff will only be providing some assistance on the EDA grant writing

procedures to MU staff. This information is being disclosed to the board members and Mr. Siegmund noted there is no action item required.

GIS Mapping Costs

Mr. Siegmund reported that staff member Katrina Thomas has been working with the City of Ashland to provide mapping data on the city's water system, such as the GIS location of water mains, hydrants and valves. The City of Ashland requested a series of printed maps after completion of the project that had not been part of the project scope. A pricing schedule has been developed with additional fees that will allow Mid-MO RPC to recover some of the expenses for materials, time etc. not included in project pricing.

Mr. Siegmund requested the approval of the pricing schedule from the board members as presented in the agenda packet. Kenny Kunze motioned to approve. Norris Gerhart seconded the motion. Motion passed unanimously.

Mid-MO RPC will be contacting smaller communities in the region regarding their utility maps. If needed, Mid-MO RPC will scan utility maps to provide a digital backup for the cities disaster planning and recovery. A few communities (to be determined) will also be provided with utility mapping data. Shannon White, the Geospatial Extension Specialist at MU, has agreed to provide graduate students that can travel and collect data points for those communities at no cost. Mr. Siegmund announced no action was required at this time.

2013 Meeting Schedule

Mr. Siegmund presented a proposed adjusted meeting schedule of the following committees.

A quarterly Executive Committee meeting will be added. The Board of Directors meeting will be changed from bi-monthly to quarterly.

The Regional Planning Commission meetings will be changed from bi-monthly to quarterly and will be held over the lunch hour, with date and locations to be determined.

The Transportation Advisory Committee (TAC) will continue to meet on a bi-monthly basis, but the meeting time may be adjusted.

Mr. Siegmund noted there is no action required from the board members at this time, as dates, times and location will need to be finalized but would like to implement these changes over the next six months.

Regional Planner Position

Mr. Siegmund announced that the Regional Planner position was advertised in the Missouri Municipal League, Jefferson City News Tribune, University of Kansas, University of Missouri, Missouri State University and the Missouri Chapter of the American Planning Association. Six out of twenty-five applicants were contacted to schedule an interview with Mr. Siegmund. He will select three top candidates to meet with executive members of the board around the second week of January.

Agenda Item VI. Regional Issues

MODOT Off-System County Bridges (BRO) Program

There was some discussion on uncommitted BRO program funds. Missouri Department of Transportation (MoDOT) is concerned about losing federal funds and wants to ensure BRO funds

are being obligated and spent. Missouri has deficient county bridges that need to be repaired or replaced. A \$60 million uncommitted funds have accumulated over several years and is partially a result of some counties having to accumulate years of allocations before having enough funds to build a bridge. Doc Kritzer reported MoDOT staff, Dion Knipp and Kenny Voss did a presentation on the BRO program, at the November Commissioners meeting.

Mr. Siegmund will also put the BRO topic on a future Transportation Advisory Committee agenda.

Use Tax – April 2013 Election

Mr. Siegmund reported Moniteau County will be putting the Use Tax on the April ballot. Commissioner Kenny Kunze noted that cities in Moniteau County will be adding the Use Tax to their ballots at the same time. There was some discussion on brochure sharing and how to educate the public on the matter. Cooper County is still unsure at this time if this will be put on their April ballot.

Legislative issues

SB 13 has been introduced by Senator Schaefer that would eliminate solid waste management districts. Under SB 13 grant funds previously allocated to solid waste management districts would be allocated to MoDNR for distribution on a competitive basis to cities and counties.

HB 33 has been introduced to extend the expiration date of the following provisions regarding exemption from the Sunshine Law; the public disclosure of security systems and structural plans of real property for the protection of that infrastructure, and disclosure of operational guidelines/policies by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding or preventing any incident that is terrorist in nature and has the potential to endanger individual or public safety or health.

Agenda Item VII. Committee Reports

Economic Development Advisory Committee (EDAC)

Mr. Siegmund reported the committee met on December 11 and the meeting minutes were included in the agenda packet. Molly Tallarico, Missouri Department of Economic Development (DED), gave a presentation on the Missouri Work Ready Communities Initiative (CWRC). She explained how communities can meet goals to become certified and give them a competitive edge to potential businesses wanting to know about the quality of their workforce. Cheri Tune also reported the Rapid Response Team has been working with the 154 displaced Hostess employees, to inform them of programs and services that are available from the state to assist with re-employment.

Transportation Advisory Committee (TAC)

Kenneth Kunze, TAC Chairman, reported the committee did not meet in November due to the RPC Annual Meeting. The last meeting was held on September 26, 2012 at the Copper Kettle, in Ashland.

Mr. Siegmund reported that seven of the eleven Enhancement Fund applications submitted in the Central District were approved. The Mid-MO RPC staff is currently prioritizing the Safe Routes to School applications and making recommendations.

Regional Homeland Security Oversight Committee (RHSOC)

Lee Ann Jestis reported this month she will be submitting an audit report of all recent and open grant cycles, a bi-yearly grant progress report and an inventory report of all equipment that has been purchased from RHSOC funds including location, serial number, vehicle logs, etc. The inventory will include items from 2006 to present day.

Agenda Item VIII. Announcements

No announcements.

Agenda Item IX. Adjournment

Meeting adjourned at 6:34 p.m.