Pioneer Trails Regional Planning Commission (PTRPC)
Board of Directors
Meeting Summary
September 20, 2011 Regular Meeting

1. **Call to order, roll call and quorum check**
   The Pioneer Trails Regional Planning Commission (PTRPC) Board of Directors' Regular Meeting was called to order by Chair Tracy Dyer on September 20, 2011 at 1:33 p.m. in Room 203 of the Concordia Community Center at 802 S. Gordon in Concordia, Missouri.

   The following Board members were present: Jo Ann Alpert, Tracy Brantner, Norvelle Brown, Barbara Carroll, Tracy Dyer, Gary Edwards, Jon Holmes, Destry Hough, Rod Lindemann, Tammy Long, Allan Rohrbach, Greg Swift and Terry Thompson. A quorum was present.

   The following Board members were absent: Donna Brown, Gene Fangmann, David Furnell, Dawson Heathman, Jason Kempton, Joseph Kite and Eric Rader.

   Also present were the following: Nathan St. Clair, The Concordian; David Rohrbach, concerned citizen; Mike McGrath, Missouri Department of Transportation (MoDOT) Kansas City area District Area Engineer; Jim Clarke, City of Odessa Economic Development Director; Ruth Anne Parrott, PTRPC Solid Waste Planner; Debbie Brackman, PTRPC Environmental Education Awareness Specialist; Rich Buford, PTRPC Geographic Information System(GIS) Planner; Seth Capps, PTRPC GIS Intern; Randall White, PTRPC Executive Director; Rebekah Eilers, PTRPC Fiscal Officer; Cathy Cox, PTRPC Community Development Planner and Nancy Heidrich, PTRPC Transportation Planner.

2. **Recognition of guests**
   Jim Clarke introduced Jon Holmes as the new City Administrator for the City of Odessa. Chair Dyer introduced Mike McGrath, the new MoDOT Area Engineer for Johnson, Lafayette, Pettis and Saline counties. Gary Edwards was welcomed as the new City Administrator for the City of Sedalia. Barbara Carroll was welcomed as the alternate for the City of Warrensburg. Chair Dyer welcomed Nathan St. Clair as a reporter for The Concordian.

3. **Consideration of meeting summaries – May 17, 2011 Regular Session; July 19, 2011 Regular Session and July 19, 2011 Closed Session.**
   Members reviewed the meeting summaries. **Allan Rohrbach made a motion to approve the May 17, 2011 Regular Session meeting summary as presented. Greg Swift seconded the motion. The motion passed.**

   **Allan Rohrbach made a motion to approve the July 19, 2011 Regular Session meeting summary. Tammy Long seconded the motion. The motion passed with Tracy Brantner abstaining from the vote.**

   **Norvelle Brown made a motion to approve the July 19, 2011 Closed Session meeting summary. Allan Rohrbach seconded the motion. The motion passed with Tracy Brantner abstaining from the vote.**

   Tracy Brantner requested that the PTRPC Board meeting packet be made available through the use of posting the material on the internet and sending Board members a hyperlink for easier access to the materials. PTRPC staff will make the Board packets available through use of a hyperlink.

4. **Treasurer's Report**
   a. **Financials**
      Board members reviewed the financial reports. **Terry Thompson made a motion to accept the financial report as presented. Greg Swift seconded the motion and the motion passed.**
   b. **PTRPC Executive Director's Expense Report**
      Board members reviewed the director's expense report. **Norvelle Brown made a motion to approve payments as presented for Randall White's expense reports for June and July 2011. Terry Thompson seconded the motion. The motion passed.**
   c. **Approve Bills**
      Rebekah Eilers distributed copies of the revised bills and payments for approval for August and September 2011. **Terry Thompson made a motion to approve payment of the "Revised Bills and Payments for Approval for August and September 2011." Tammy Long seconded the motion. The motion passed.**

   Mr. White reported the Region F Solid Waste Management District audit had been received and the Region F Board accepted it. It was recommended that Region F staff correct some quarterly reports dealing with a Schedule 2. PTRPC staff has completed the correction as requested. Randall Fiene, CPA, is expected to begin performing the Pioneer Trails and Region F FY 2011 audits in October 2011.

   Mr. White reminded those present that alternates could be selected for Board members to serve at the PTRPC Board meetings in the regular Board members' absences.

   d. **2012 budget amendment**
      Mr. White reviewed the proposed amendments that had been made to the FY 2012 PTRPC budget.

   e. **Salary rate structure review**
      **Rod Lindemann made a motion for the Regular Meeting to adjourn and to convene in Closed Session pursuant to Section 610.021 RSMo. The motion was seconded and passed.** The Regular Meeting adjourned to go into closed session at 1:47 p.m.

The Regular Meeting reconvened at 2:17 p.m.

5. **Activity Report**
   Mr. White presented the PTRPC staff activity report for July 19 – August 13, 2011.

6. **Transportation update**
   Mike McGrath gave a brief update on MoDOT's restructuring process including MoDOT's Bolder Five Year Plan resulting in reducing the number of supervisors and getting the right people in the right places. Mr. McGrath commended the new District Engineer for MoDOT's Kansas City area – Dan Niec as a person who understands and advocates rural area needs. Mr. McGrath encouraged anyone who has transportation issues or needs to contact him as the Area Engineer. A newly hired MoDOT Superintendent is Kevin Mullins who will cover Lafayette, Pettis and Saline counties. Bobby Ray will cover Johnson County as superintendent.

   Mr. McGrath discussed the use and function of the Transportation Needs Form as a communication tool to let MoDOT know about needs. Maintenance needs may be able to be resolved quickly while

some needs may require TAC prioritization. The protocol is that the forms will be submitted to Nancy Heidrich; she will send them to the MoDOT Area Engineer and MoDOT Transportation Planner as well as the appropriate TAC County Chair and will maintain a log of the transportation needs. At the end of the year, PTRPC staff will access the statuses of the identified transportation needs. Mr. White stated that the transportation needs protocol can help with staff determining potential funding for transportation needs as well as determining needs to be entered into the PTRPC Regional Transportation Plan. There was discussion about how constituents will communicate with their county staff. The county staff will deal with the transportation need, if appropriate, or refer the need on to PTRPC.

There was discussion about the use of commuter parking lots in the Pioneer Trails area including one north of US 50 on the west side and one just north of I-70 on the west side of US 65.

* * * Rod Lindemann left the meeting at 2:43 p.m. A quorum remained. * * *

There was discussion about signage on MO 13 in the Warrensburg East Loop area. There was brief discussion about the "chip and seal" preventative maintenance treatment on pavement. Mr. McGrath left business cards. Norvelle Brown commended MoDOT for their work in Saline County as well as commending District Engineer Dan Niec for his work. Mr. McGrath stated that his role as Area Engineer had expanded to public relations with communities as well as maintenance related items.

Mr. White stated that the PTRPC Transportation Advisory Council (TAC) has recommended that the PTRPC Board approve adding access needs for the new Lexington area hospital (to be located on Goodloe Orchard Road) to the PTRPC Regional Transportation Plan. **Greg Swift made a motion that the PTRPC Board approves adding the access needs for the new Lexington area hospital (to be located on Goodloe Orchard Road) to the PTRPC Regional Transportation Plan. Allan Rohrbach seconded the motion.** There was discussion. **The motion passed.**

Mr. White stated that the Saline County Commissioners, Bill Riggins (Marshall-Saline County Economic Development), Mike McGrath and he had discussed a Transportation Investment Generating Economic Recovery (TIGER) III Discretionary Grant application for improvements for the I-70/US 65 interchange. The TAC had recommended that the Board add the improvements to the I-70/US 65 interchange as transportation need on the PTRPC Regional Transportation Plan (RTP). **Tracy Brantner made a motion that a working group (partnership) be formed to develop project plans to improve the I-70/US 65 interchange and to add the project to the PTRPC RTP. Allan Rohrbach seconded the motion. The motion passed.**

**7. Homeland Security Regionalization update**

Mr. White briefly reviewed the current Region A Regional Homeland Security Oversight Committee (RHSOC) and the membership gaps for the upcoming year.

Mr. White discussed the details and purposes of the transfer switch for the eight counties and presented the results of the transfer switch bids. **Allan Rohrbach made a motion to accept the transfer switch bid of $132,547.000 as recommended by the Region A Regional Homeland Security Oversight Committee. Greg Swift seconded the motion. The motion passed.**

Mr. White presented information about the emergency event light bid which allowed two lights with their own generators per county for the eight-county area. There was discussion about storage of the event light when not in use. The emergency manager director (EMD) of each county will be responsible for the units. Mr. White stated that the event lights would need to be on each county's equipment inventory list. The lights could be used in other counties if and when needed. **Allan Rohrbach made a motion to approve the light event bid as presented by the RHSOC. Tracy Brantner seconded the motion.** There was discussion. Mr. White explained that shipping costs were included in the bid. There was discussion about responsibilities of the counties for the equipment. **The motion passed.**

Mr. White reviewed the status of the 2011 RHSOC grants. Mr. White discussed using the FY 2006 and FY 2007 grant surplus for narrow band hand-held radio purchases. The FY 2008 surplus was discussed including the two trailer-mounted generators and cable connectors that had been purchased for the eight-county area and beyond. The generators will be housed in Butler and Marshall.

The National Incident Management System Compliance Assistance Support Tool (NIMSCAST) compliance was discussed.

**8. Region F Solid Waste Management District update**

Ruth Anne Parrott reported that an estimated 2500 persons visited the solid waste management booth at the Missouri State Fair in August.

Ms. Parrott presented the bid results for the Region F Solid Waste Management District (Region F) one-year electronic waste (e-waste) collection for Johnson, Lafayette and Pettis counties. There will be no charge to the person dropping off the e-waste. Ms. Parrott stated that the Region F board had recommended that the PTRPC Board accept the bid for the e-waste contract. An option is that the contract could be extended for an additional two years. **Destry Hough made a motion to accept the bid for e-waste collection for one year made by Intercom Solutions. Tammy Long seconded the motion. The motion passed.**

Ms. Parrott discussed the plans for the materials recovery event funded through the Missouri Association of Councils of Government (MACOG) Environmental Improvement and Energy Resources Authority (EIERA). The event will be held at the University of Central Missouri (UCM) on November 1, 2011. Ms. Parrott invited those present to attend the event.

Ms. Parrott reported that Region F is required to hold two advisory board meetings per year with one of the advisory board meetings scheduled to be held in conjunction with the event on November 1, 2011.

Waste Management staff will attend a Household Hazardous Waste (HHW) conference later in September.

Ms. Parrott announced a Household Hazardous Waste (HHW) collection event will be held in both Marshall for Saline County and Johnson County on October 1, 2011. Sedalia will be accepting scrap tires on October 1. Morgan County HHW collection is scheduled for October 14, 2011.

* * * Jon Holmes and Jim Clarke left the meeting at 3:17 p.m. A quorum remained. * * *

**9. Economic Development Administration (EDA)/Comprehensive Economic Development Strategy (CEDS) update**

Cathy Cox reported that the CEDS Committee met last week. The new CEDS plan is due June 2012. Ms. Cox stated that town hall meetings are scheduled to be held in communities in the Pioneer Trails area between October 2011 and February 2012. A goal of these meetings is to determine what is good in the PTRPC region as well as what areas can be improved over the next five years. Ms. Cox reviewed the calendar of upcoming events for activities related to EDA and CEDS. The CEDS will be a strategic plan for the PTRPC encompassing everything the regional planning commission does. Ms. Cox requested input from those present as the plan is developed as well as endorsement of the CEDS plan from the PTRPC Board.

Ms. Cox stated that she has been working with the City of Warrensburg and the Johnson County Economic Development Corporation on a retail marketing campaign.

Ms. Cox reported that she is working with the City of Higginsville's Fire Department on writing a grant.

**10. Other Projects/Events**

**a. Multi-Jurisdictional Hazard Mitigation Plan (HMP) update**

Mr. White provided an update about the HMP activities. Recent changes have occurred in staffing within the Missouri State Emergency Management Agency (SEMA) and the Federal Emergency Management Agency (FEMA). Rich Buford reported that he continues to work on the recommended revisions to the HMPs.

**b. Wastewater Assessment Survey update**

Mr. White reported that the PTRPC has community reports available for anyone who wants to view them.

**c. Community Development Block Grant (CDBG) Higginsville Daycare grant administration update**

Mr. White stated that he has had challenges communicating with the current architect for the plan.

**d. Missouri Electrical Coop Hazard Mitigation Plan (HMP)**

Mr. Buford stated that first draft of the Missouri Electrical Coop HMP is due October 15, 2011. The electrical coops could benefit from hazard mitigation funds if an emergency occurs.

**e. Broadband Regional Technology Planning**

Mr. White reported that a broadband meeting had been held at the Concordia Community Center in August. Results of a survey of the Pioneer Trails area were reviewed. Mr. White reported that a broadband summit is scheduled for November 17, 2011 in Jefferson City.

**f. United States Department of Agriculture (USDA) Waverly project**

No additional information was presented on the Waverly project.

**11. Other Business**

- Mr. White reported that he will attend the MACOG 2011 Fall Retreat and is scheduled to present a program on technology.
- Mr. White briefly reviewed the plans for the Community Development Block Grant (CDBG) land use planning projects for Johnson, Pettis and Saline counties. Lafayette County was not included

for the funding because it was not declared a disaster area for 2008. The origin of the funds is from the remainder of the CDBG 2008 disaster funds.

* * * Terry Thompson left the meeting at 3:33 p.m. A quorum was no longer present. * * *

- Ms. Cox reported about the status of the MACOG Housing and Urban Development (HUD) Sustainable Communities grant application. The application includes 95 counties. It is estimated that $4 million in funds is available statewide with an estimated $85,000 available for the PTRPC region. The intention of the project is to take the various planning documents, e.g., transportation plans, RHSOC plans and CEDS plans from the 95-county region and bundle them together into a statewide consolidated plan. A desired long-term outcome is to position Missouri's rural communities to achieve future federal funding. Ms. Cox stated that the PTRPC Board would need to approve the PTRPC's provision of matching funds of approximately $16,000 - $17,000 for the PTRPC region. The funding has already been set aside within the PTRPC. The matching funds cannot be federal funds; however, they can be state or local funds. A second item needed is for each of the counties (including communities and universities) to support the effort by signing a memorandum of understanding (MOU). Signing the MOU will demonstrate that the county endorses the effort. Ms. Cox clarified that the PTRPC is not asking for financial support, but that each individual county will share its comprehensive plan or data from area communities in support of the sustainable communities grant application. Because a quorum was no longer present, the Board was unable to take action on the requests. Ms. Cox will communicate with the three counties about the requested endorsements and information.
- Mr. White will attend the National Association of Development Organizations (NADO) annual training conference in October.
- Mr. White presented proposed minor PTRPC Board Bylaws changes. Updating the bylaws will be an agenda item for the PTRPC Board meeting during the PTRPC Annual Dinner Meeting. Ms. Brantner requested the proposed bylaw changes be provided in writing prior to the October 20, 2011 PTRPC Board meeting. It was clarified that the PTRPC Bylaws state that any proposed amendment shall be presented at a regular meeting of the PTRPC and then distributed in its entirety at least 20 days prior to a meeting at which the proposed amendment is to be considered.
- Mr. White stated that the election of officers for the PTRPC Board for the 2012 calendar year would be an agenda item for the October 20, 2011 PTRPC Board meeting.

**12. Next meeting date – Tuesday, October 20, 2011**

The next PTRPC Board meeting is scheduled during the PTRPC Annual Dinner Meeting on October 20, 2011 at 5:30 p.m.

**13. Adjournment**

Hearing no objection to adjourning the meeting, Chair Dyer adjourned the meeting at 3:40 p.m.

Approved this _____ day of _____, 2011.

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Norvelle Brown
Secretary-Treasurer
NB: rw/nh