

**MERAMEC COMMUNITY ENHANCEMENT CORPORATION
MEETING MINUTES**

Tuesday, June 10, 2014, 11:30 a.m.

Members Present: Gary Hicks (Phelps), Wayne Langston (Maries), Darrell Skiles (Dent) and Lowell Tonding (Phelps).

A quorum was not present during the meeting. Ratification for the agenda board action items must be taken to finalize approval for those items.

Members Absent: Byron Baker (Osage), John Petersen (Phelps), Dave Dudenhoeffer (Osage), George Gruendel (Dent), Tammy Henson (Phelps), Kenny Killeen (Crawford), Jerry Lairmore (Gasconade), Wayne Langston (Maries), Marcus Maggard (Dent), Lori Moss (Phelps), Gene Newkirk (Pulaski), Tammy Pilotte (Phelps), Leo Sanders (Crawford), Ray Schwartz (Maries), Marvin Wright (Washington) and Randy Verkamp (Phelps).

Staff Present: Connie Willman, Bonnie Prigge, Kelly Sink-Blair, Maria Bancroft, Lyle Thomas and Linda Loughridge.

Guests Present: Matt Williams, Staff-Senator Claire McCaskill.

Call to Order and Introductions: Board member Wayne Langston called the meeting to order at 11:58 a.m.
Approval of Minutes from the March 11, 2014, meeting: Tonding made a motion to approve the minutes as presented seconded by Hicks. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Business / Reports:

Ratification: Willman summarized for the board members present the items that required board action during the March board meeting and that were ratified by the board members who did not attend the same meeting. Skiles made a motion to approve the ratified agenda items from the March board meeting seconded by Hicks. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Election of Officers: Skiles made a motion to reappoint eligible officers to serve another term pending each person's acceptance, including of John Petersen as chairman, Marvin Wright as vice chairman and Ray Schwartz as secretary, and nomination of Gary Hicks to serve as treasurer, as Dave Dudenhoeffer has now served 3 terms and is ineligible to serve in that office. The motion was seconded by Tonding. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Annual Lease Agreement with MRPC: Willman explained the lease agreement terms for the cargo trailer and the request is to extend the lease agreement until June 30, 2015. The cargo trailer is utilized by the Region I Homeland Security Oversight Committee (MRPC HSOC), specifically by the MRPC designated staff. Hicks made a motion to approve the request as presented seconded by Skiles. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Missouri Housing Trust Fund Grant: Bancroft provided the board a summary of the 2014 MHTF grant funding awarded by MHDC to renovate 19 homes. The request presented to the board is to give permission for the chairman to sign the grant agreement and related grant documents. Hicks made a motion to approve the request as presented seconded by Skiles. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Heartland Independent Living Donations: Prigge informed the board that Heartland Independent Living in Owensville is doing a back-to-school fair and is requesting a donation from Intercounty Electric. However, because Heartland is not physically located in Intercounty's service area, they were denied. Intercounty suggested that they get another agency in the service area to apply for the funding and flow the donation through to Heartland. Permission is requested for MCEC to serve as the pass-through agency to secure a donation for Heartland Independent Living for back to school supplies for disadvantaged students in Maries and Gasconade counties. Donation request is \$2000. Hicks made a motion, to approve the request as presented seconded by Tonding. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Mobility Manager System: Thomas summarized the proposed mobility manager system that will involve hiring a mobility manager and coordinator to gather information and offer a web-based "one-stop-shop" for transit users.

MCEC Project Updates: Sink-Blair updated the board with current MRPC staff changes and the home repair projects. Thomas will be the designated staff to work with the home repair programs and Bancroft will be working with the loan programs full-time. There are 7 houses complete with the CDBG rental rehab projects and there are six more properties in process. Construction is complete with the CDBG senior housing projects in Osage County (Rich Fountain, Linn and Hermann) but there is an audit that must be completed before close-out of the grant. The 2013 Missouri Housing Trust Fund grant is complete and has been closed out after the final audit by MHDC. There are two projects in process to complete for the 2013 HeRO MHDC grant and staff should have projects completed by the end of June.

MCEC Grant Updates: Sink-Blair shared with the board an update on the grant applications recently submitted. Staff is working on the 2014 MHTF and Federal Home Loan Bank home repair grant programs by identifying new project properties and starting the bidding process. These projects will be smaller projects of up to \$10,000 per home. Staff has submitted another FHLB application for 2015 grant funding. Sink-Blair mentioned that MHTF's NOFA should be announced soon in order to apply for another MHTF grant for next year.

Homeownership: The Mapleshade property in Cuba, Missouri is vacant. The former tenant moved into another property and broke her lease. The property is back on the market to sell for \$52,000 and is also available for rent. It is expected that there will be general property maintenance expenses such as lawn service and utilities until the property is purchased or rented out.

Approval of Financials: Loughridge summarized the details of MCEC's income statement and balance sheet for the period ended May 31, 2014. Overall, the organization is at a deficit of \$972 as of the end of May for the current FY 13-14. Loughridge provided the board with the capitalized asset worksheet to summarize the expenses associated with Mapleshade property since inception. She explained that the sale of the house will not cover the total investment used for the renovation of the Mapleshade house and will incur a shortfall of approximately \$74,500 if the house sells for the asking price. The FY 14-15 budget anticipates that the Mapleshade property will sell during the fiscal year. In addition, it has been budgeted that the house will be rented out for 9 months which will bring in additional revenue to help offset the costs for the property. There are a few more CDBG rental rehab projects that will be completed next fiscal year. The MHTF and FHLB 2014 grants funds will be used to complete 19 properties by the end of FY 14-15. Hicks made a motion to approve MCEC's FY 13-14 current financial statements as of May 31, 2014 as presented seconded by Tonding. Skiles made a motion to approve the proposed budget for FY 14-15 as presented seconded by Hicks. **A quorum was not present at the meeting. Motions will be sent to all board members for vote and ratification at the next meeting.**

Items of Interest: The next meeting is on September 9, 2014.

Adjournment: Being no further business, the meeting was adjourned at 1:14 p.m.

Approved by the Board _____, 2014

