

**Meramec Regional Planning Commission  
Minutes  
March 13, 2014**

**Call to Order**

Chairman Gary Brown called the March 13, 2014, meeting of the Meramec Regional Planning Commission to order at 7:30 p.m.

Chairman Gary Brown welcomed guests and had members make introductions.

**Consent Agenda**

The following consent agenda items were presented for approval:

a... Minutes – February 13, 2014

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b... Local Review

None

c... Statewide Grant Applications

1. Department of Elementary Secondary Education, Jefferson City

..... 84.002-Adult Education-Basic Grants to States

..... Adult Education and Literacy Program (including EL/Civics Programs)

..... Federal: \$ 8,800,000

..... State: 5,000,000

..... Total: \$13,800,000

- Department of Social Services, Jefferson City

TANF State Plan Amendment

- Department of Natural Resources, Jefferson City

66.034-Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act

Fine Particulate Matter Ambient Air Monitoring Network

.... Federal: \$823,901

- Department of Social Services, Jefferson City

State Plan Amendment 14-01

- United States Coast Guard, St. Louis

Public Notice: Application received from North Dakota Department of Transportation by the Commander, Eighth Coast Guard District, for approval of location and plans for the construction of the U.S. Highway 85 Bridge Replacement Project.

- Missouri Dept. of Natural Resources

66.034-Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act

MO Near-Road Air Monitoring

Federal: \$200,000

d... Contracts

- City of St. Clair

Permission was requested for MRPC's chairman and/or executive director to enter into a technical assistant contract for preparation of a Recreational

Trails Program application, and to sign all documents associated with this contract.

- Phelps Co. Landfill

Permission was requested for MRPC's chairman and/or executive director to ..... enter into a technical assistant contract with the Phelps County Landfill ..... board for a 501(c) 3 application, and to sign all documents associated with ..... this contract.

- Maries County Flood Plain

Permission was requested for the chairman and/or executive director to sign a technical assistance contract with the Maries County Commission for flood plain management and for MRPC's chairman and/or executive director to sign any necessary documents.

- Doyel Excavating

Permission was requested for MRPC's chairman and/or executive director to enter into a contract addendum to extend the contract term to Dec. 31, 2015 with Doyel Excavating to provide heavy equipment services in the clean-up of illegal dumpsites in the Ozark Rivers Solid Waste Management District and for MRPC's chairman and/or executive director to sign any necessary documents.

- Byron Burke

Permission was requested for the MRPC's chairman and/or executive director to enter into a contract with Byron Burke to present two CERT courses for HSOC Region I; and for MRPC's chairman and/or executive director to sign any necessary documents.

Mary Heywood made the motion to approve the consent agenda as presented; Steve Vogt seconded the motion. The motion carried.

## **Overview of Community Development Block Grant (CDBG) Opportunities—Bonnie Prigge**

Bonnie presented a PowerPoint presentation on the Missouri Department of Economic Development's Community Economic Development Program and the current grant opportunities available.

The programs offered are: Water and Wastewater, Economic Development, Community Facility, General infrastructure, Demolition, Emergency, Community Facility and General Public Infrastructure. CDBG is considered "GAP" funding, all local sources must be exhausted, and a gap in funds exists in order to complete the project. Local governments may apply for funds and they can sponsor grants on behalf of district and non-profits, for example fire protection. She went into detail on what specifications each program requires, and encouraged the board to think about for future projects.

Pending deadlines include June 13, 2014, for community facilities; July 15, 2014 for general infrastructure; and May 15, 2014, for demolition. MRPC staffs are available to assist cities, counties and non-profits with applications and member governments can use their MRPC membership hours for grant writing. DED allows for project administration to be built into projects and MRPC staff bid on administration and those contracts are important to MRPC's budget.

## **Business Loans in the Meramec Region—Tonya Price**

Tonya shared information on MRPC/MRDC loan programs, which include the Small Business Administration 504, USDA Intermediary Relending Program (IRP) and the Economic Development Administration's Revolving Loan Fund.

The RLF, IRP and Microenterprise loan programs are offered exclusively to the Meramec region.

The RLF and IRP programs offer long-term fixed financing for 15 year maximum on real estate, 10 year maximum on machinery/equipment and seven year maximum on working capital/inventory. Lending limits are typically between \$25,000 to \$100,000, no greater than 50 percent of total project and no limit on bank's portion. They require one job created per \$20,000 loaned or other economic goal. Eligible uses are land, building, renovations, machinery, equipment, furniture and fixtures, working capital and inventory and soft costs.

Microenterprise Loan program is available to businesses with five or fewer employees. Project should stimulate job creation and retention primarily for low-to-moderate income persons (LMI). Borrowers must participate in an entrepreneurial educational training. Fixed financing and loan term limitations include 15 year maximum on real estate, 10 year maximum on machinery/equipment and seven year maximum on working capital/inventory. Lending limits are up to \$50,000 per loan, no greater than 40 percent of total project and no limit on bank's portion. Job requirement of one job created or retained per \$15,000 borrowed with an emphasis on low-to-moderate income persons. Project uses may include acquisition of an existing building, site preparation, land acquisition, machinery and equipment, working capital, educational training and administration.

SBA 504 loan program offers a long-term fixed rate-below market financing for 20 years for real estate and 10 years for machinery and equipment. The lending limits are \$5,000,000-no limit on bank's portion (minimum SBA loan amount is \$25,000). If it's a manufacturing facility the limit is \$5,500,000. Job creation of one job per \$65,000 of 504 loan, or meet other public policy/economic goals (such as rural development). Eligible uses are land, building, renovation, machinery and equipment, furniture and fixtures, and soft costs. SBA size standards require the company net worth be \$15 million and company average net income of \$5 million. The bank has first lien position, enabling them to participate in larger or border-line transactions with less risk to their depositor's funds.

MRPC staff is also available to help banks package SBA 7(a) and USDA Business & Industry loan guarantees.

Tonya encouraged the board to spread the word on the loan programs offered.

### **External Relations Committee**

Darrell Skiles reported on External Relations Committee activities as follows:

- Staff provided information on the NADO conference and trip. Assistant Director Tammy Snodgrass and Chairman Gary Brown will be attending March 23-26.
- Staff provided a report on At-Large positions that will expire in 2014. The committee would like staff to contact At-Large members to see if they will continue to serve.

Staff provided changes to the bylaws to lengthen the terms for the for-profit at-large commissioners who currently only serve a one-year term. The proposed changes are as follows:

*Beginning in May 2014 the For-Profit At-Large Commissioners from Crawford, Dent and Gasconade counties will serve one-year terms and then in May 2015 those terms will go to three year terms to be elected every third year.*

*Beginning in May 2014 the For-Profit At-Large Commissioners from Maries, Osage and Phelps counties will serve two-year terms and then in May 2016 those terms will go to three year terms to be elected every third year.*

*Beginning in May 2014 the For-Profit At-Large Commissioners from Pulaski and Washington counties will serve three year terms to be elected every third year.*

- Staff provided an update on the Associate Membership drive. The committee reviewed a current list of those businesses and organizations that have joined in the past, and who has joined for this year. The committee made suggestions and corrections to the list.

- Staff provided and update on legislation currently being considered that is of interest to local governments.

Darrell Skiles would like staff to track Senate Bill 835; which requires county salary commissions to provide pay increases to sheriffs to be paid for from a fund in which certain fees received by the sheriff are deposited.

### **Operations Committee**

Ray Schwartze reported on Operations Committee activities as follows:

- Financials

Ray Schwartze made a motion to approve the MRPC financial statements and MRPC/MRDC-RLF & IRP program financial statements for the period ended February 28, 2014; seconded by James Morgan. The motion carried.

- Job Description

The committee reviewed the job description for Senior Grant Administrator responsibilities. Paul Smith made a motion to approve the job description; seconded by T.R. Dudley. The motion carried.

- Auditor Bid Specifications

The committee reviewed the revised auditor bid specifications for any changes prior to the bid process.

- Surplus Bid Update

Staff updated the committee on recent surplus list and upcoming surplus bid. Committee decided to send the surplus list out to a wider circulation to improve bid responses.

### **Planning Committee**

James Morgan reported on Planning Committee activities as follows:

- Coalition for Roadway Safety-Arrive Alive Activities

Bonnie Prigge reported on activities completed through MoDOT funding for Coalition for Roadway Safety.

- Ozark Rivers Solid Waste Management District(ORSWMD)

Nongluk Tunyanvanich reported on ORSWMD activities.

The city of Belle has requested a letter of support for a walking/biking trail for its submission of a grant to Missouri Department of Natural Resources. James Morgan made a motion to approve the letter of support for the City of Belle walking/biking trail; seconded by T.R. Dudley. The motion carried.

A letter of support has been requested by University of Missouri and Missouri S&T to apply for federal designation for a manufacturing community. Darrell Skiles made a motion to approve the letter of support for University of Missouri and Missouri S&T; seconded by Mark Boyer. The motion carried.

### **Housing Advisory Board**

Marvin Wright reported on Housing Advisory Board as follows:

PHA financials were approved. Staff presented the PHA one year plan and it was approved. All existing housing staff is now working full time. The housing waiting list has been re-opened as of March. HUD, based on continuing resolution, has increased admin rate above what was anticipated and has increased housing assistance payments, therefore the payment standard has been move to 98 percent.

## **Transportation Advisory Committee**

John Casey reported on Transportation Advisory Committee as follows:

The Meramec Regional Planning Commission is coordinating this multi-modal needs prioritization process using its existing staff, its Transportation Advisory Committee (TAC) and MRPC board members along with stakeholders representing various transportation modes from across the region. The end result will be a prioritized needs list, by mode, which reflects the desires of the Meramec Region and addresses all modes of transportation. The process to achieve this end result will be inclusive, transparent and accountable.

MRPC staff has created a multi-modal contact list, made up of individuals and businesses that are either directly involved or impacted by transportation. The list includes transportation professionals, MRPC board members, TAC members, elected leaders, economic developers, and tourism leaders, educators, freight haulers, transportation providers, healthcare providers, emergency services, and airport operators, residents involved in bike and pedestrian organizations as well as the general public.

Those identified on the contact list, roughly 650 people/organizations, were provided a project overview and invited, by email, to attend the February TAC meeting. That email also made them aware of the planned public forum scheduled for March and the April TAC meeting, where the prioritization would occur.

The public forum was held on March 11, 2014, at the Phelps County Courthouse in Rolla and was attended by 20 residents. Staff was available to talk with guests and explain the process and the exercises.

At this meeting, there were stations for each mode of transportation. Known needs were printed, poster size, so guests could see if their need had already been identified. Additional needs collected at this meeting have been added to the needs list, to be considered for prioritization at the April TAC meeting.

Visitors were also asked to prioritize transportation values and allocate their transportation dollar. As at the February TAC meeting, each attendee was given a roll of pennies and asked to view each penny as a vote for transportation values. They were asked to deposit their pennies in jars labeled with the five transportation values. The pennies will remain in the jars until the conclusion of the April TAC meeting, when they will be tabulated.

As in February, a paper ballot was used to capture information on allocating transportation dollars from each attendee across all six modes of transportation.

Stakeholders and the general public will be invited to attend the April TAC meeting using the same methods used for the public forum. Staff will review needs identified for each mode and share information on groupings of similar needs. Staff will ask for any other needs that should be added to the list. TAC members will be asked to discuss projects and share information on various needs.

After discussion, TAC members will be asked to prioritize the transportation needs by mode. The needs will be listed on poster-size sheets by mode. Prioritization will be conducted using the *weighted dot voting method*.

Staff will also share the results of the transportation values ranking and the transportation dollar exercise. Staff will ask the TAC for its acceptance of the results of needs prioritization by mode, transportation values ranking and transportation dollar allocation by modes and request that they recommend the results to MRPC's board for concurrence and approval.

MRPC's At-large board member for transportation or the TAC chair will present the results of the TAC meeting to the MRPC board at its meeting on April 10. TAC recommendations will be presented, and the MRPC board will be asked to approve those results and authorize staff to share those results with MoDOT Central District and advocate for regional needs at the district level planning meetings, where the final needs list will be developed.

The multi-modal prioritization information will be incorporated into MRPC's Regional Transportation Plan.

## **Environmental and Meramec Regional Emergency Planning Committee**

Tammy Snodgrass passed out reports on environmental and MREPC activities. Report is attached.

## **Business Loans**

Tom Klebba passed out a report on business loans. Staff is currently working on two SBA loans. There is a loan review meeting on Wednesday, March 19. There is plenty of money to loan, so please promote the program in your communities.

## **Workforce Development**

T.R. Dudley updated the board on workforce development activities as follows:

- Rolla Career Center has relocated to 706 South Bishop in Rolla.

- Unemployment rates have decreased over the region for February:

Crawford-6.7%, a decrease of .9%  
 Dent-5.9%, a decrease of 1.3%  
 Gasconade-5.4%, a decrease of 1.2%  
 Maries-4.6%, a decrease of .7%  
 Osage-4.5%  
 Phelps-5.1%, a decrease of .4%  
 Pulaski-6.5%, a decrease of .7%  
 Washington-8.8%, a decrease of 1.3%  
 The state average is 5.8 percent.

	Unemployed/Labor Force
Crawford:	811/11,977
Dent:	408/6,890
Gasconade:	395/7,332
Osage:	329/7,245
Phelps:	1,099/21,698
Pulaski:	1,291/19,681
Washington:	882/9,985

**Meramec Community Enhancement Corporation:**

No report given.

**Meramec Region Community Foundation**

Bonnie Prigge updated the board on MRFCF’s activities as follows:

On March 5, the foundation hosted a “Bring a Friend” luncheon. The Community Foundation of the Ozarks discussed the transfer of wealth and setting up endowments and funds. Transfer from wealth from one generation to the next includes assets and cash.

Six community grants were awarded to six counties in our region, and CFO complimented the foundation on its effort.

**Director’s Report**

Bonnie Prigge, MRPC director, reported as follows:

Ms. Prigge reminded the board that Senator Blunt will be visiting MRPC on Friday at 5:00 p.m. All are invited to attend.

Ms. Prigge announced that Jan Simon from Missouri Community Betterment will be holding an educational workshop at MRPC on April 9.

Ms. Prigge announced that the April 10 TAC meeting is going to be an important one. If you can’t make it, please make sure your alternate can. TAC will be setting the multi-modal priorities.

Ms. Prigge reported that the city of Steelville was one of six cities chosen at the MCB Conference to have a team come in to evaluate its needs and propose a plan to help them accomplish them. MRPC staff has been asked to participate in that assessment.

Ms. Prigge reminded the board that prevailing wage applies to all local government projects, regardless of the source of funds. A prevailing wage determination must be included with the specifications.

**Chairman’s Report**

Gary Brown reported that he is looking forward to the NADO conference and delivering the region priorities report to the federal legislatures.

**Adjourn**

Mary Heywood made a motion to adjourn the meeting at 8:49 p.m.; T.R. Dudley seconded the motion. The motion carried.

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Gary Brown, chairman

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Mary Heywood, secretary