

MINUTES
ABCD REGIONAL PLANNING COMMISSION
MO-KAN REGIONAL COUNCIL
July 23rd, 2025
3:00 PM

Members Present: 11

Michele Allwood – City of Maysville	Teresa Douglas-Ford – City of Fillmore	Steven F. Garrett – City of Plattsburg*
Tom Lawson – City of Stewartsville	Cathy Martin – City of Effingham*	Gary Miller – Buchanan County
Ken Pike – City of Gower	Joyce Simpson – Doniphan County	Todd Throckmorton – City of Clarksdale*
Mark Westhoff – City of Atchison		

*zoom

Others Present: 6

Evan Banks – MKRC	Kathy Hahn – MKRC	Hayley Howard – Region D Recycling
Citlali Samano – MKRC	Trevor Tutt – MKRC	Dean Van Schoiack – MO Representative

*zoom

The combined meetings of ABCD Regional Planning Commission and Mo-Kan Regional Council were held July 23rd, 2025, at 224 North 7th Street, St. Joseph, MO 64501 and via Zoom web conference call, at 3:00 PM, with Chair Bob Burns presiding. A quorum was present.

- I. **Call to Order:** Trevor Tutt called the meeting to order at 3:00 pm.
- II. **Region D Recycling Legislative Update:** Hayley Howard, District Coordinator of Region D Recycling & Solid Waste Management District, presented on the district and legislation regarding paint and battery recycling in Missouri.
- III. **Community Updates:** Trevor Tutt welcomed Representative Dean Van Schoiack who discussed his appointment to the Special Interim Committee on Property Tax Reform. Trevor Tutt welcomed new board members in attendance; Teresa Douglas-Ford of Fillmore, Steve Garrett of Plattsburg, Cathy Martin of Effingham, Todd Throckmorton of Clarksdale, and Mark Westhoff of the City of Atchison. New and returning board members provided introductions and community updates.
- IV. **Approval of Minutes:** The minutes from the June 25th, 2025, board meeting were presented. Ken Pike made a motion to approve the minutes, Michele Allwood seconded the motion, and it passed unanimously.
- V. **Financial Report:** Kathy Hahn presented a draft financial report for June. The draft shows a loss of \$31,547.09 but Kathy Hahn is still finishing out year-end so the number could come down. FY 25 year-end financials will be presented at the August meeting. Kathy Hahn reported that the auditor was approved and will begin the audit process in September. Michele Allwood moved to accept the draft financial report, Tom Lawson seconded the motion, and it passed unanimously.
- VI. **Committee Reports:** Trevor Tutt reported that there were no Committee meetings to report on.
- VII. **Action Items**
 - a. **Action Item 1:** Trevor Tutt requested volunteers to serve on the Budget Committee, Personnel Committee, Nominating Committee, and Bylaws Committee, each requiring five members. The Committee appointments are as follows:
 - i. **Budget Committee:** Tanya Zimmerman, Michele Allwood, Gary Miller, Ken Pike, Joyce Simpson
 - ii. **Personnel Committee:** Bob Burns, Gary Miller, Tom Lawson, Joyce Simpson, Michele Allwood
 - iii. **Nominating Committee:** Aaron Cluck, Bob Burns, Tanya Zimmerman, Michele Allwood, Tom Lawson
 - iv. **Bylaws Committee:** Mark Westhoff, Todd Throckmorton, Steve Garrett, Bob Burns, Cathy Martin
 - b. **Action Item 2:** Kathy Hahn presented the Qualified Environmental Professional Services agreement with Terracon for the Maryville tank removal project. Maryville received an EPA grant to removed underground storage tanks, but additional tanks were identified during the removal so have come to Mo-Kan seeking additional funding for removal. The contract between Terracon and Mo-Kan would allow Terracon to provide site monitoring during removal in accordance with our RLF guidelines. The contract

cost is \$12,800 which is reimbursed through our EPA RLF. Gary Miller inquired about seeking new QEPs for each RLF. Joyce Simpson moved to approve the contract, Ken Pike seconded the motion, and it passed unanimously.

- c. **Action Item 3a:** Kathy Hahn presented the RLF agreement for the City of Cameron demolition project, explaining the history of the RLF program and time restraint of completing our projects by September 30, 2025. Terracon's QEP for the Cameron project was approved at the previous board meeting. The City of Cameron has selected and approved a contractor to conduct the demolition and a kick off meeting will be held the following week. Total project cost is \$155,000, Mo-Kan will loan \$124,000 as the City must put in 20% per our guidelines. In accordance with our guidelines, we can forgive up to 30% of the \$124,000 loan once a clean letter of support has been received by MDNR post cleanup. The project is eligible due to assumed asbestos and lead based paint as the property is too danger to enter. Demolition will be disposed of at an asbestos qualified landfill site. The loan will be set at 0% interest. Mark Westhoff inquired if the project is not completed by September 30, who is responsible for the payment of the project. Kathy Hahn confirmed that the City of Cameron is on the hook for the cost of demolition if a letter of proper clean up is not provided by Terracon by September 30. The contracts between the contractor and the City as well as the contract between the City and Mo-Kan include these clauses. The goal is to have the demolition completed by September 15. Close out paperwork can extend past the deadline. Gary Miller confirmed with Kathy Hahn that the RLF is going away regardless. Trevor Tutt stated that the goal is to show good faith that we are capable of completing these projects in case future funding comes available for us to renew the program again in the future. Michele Allwood inquired about the amount that will be returned or lost. Kathy Hahn stated that with these two projects we will hopefully have a good portion of our original allocation spent. Mark Westhoff moved to approve the loan amount. Ken Pike seconded the motion, and it passed unanimously.
- d. **Action Item 3b:** Kathy Hahn presented on the RLF agreement with the City of Maryville for the aforementioned tank removal project. Rough estimate from the City is total project cost of \$386,381. Kathy Hahn provided the history of Mo-Kan's work towards this project over the years and the current status. The City council has yet to approve our agreement. Gary Miller inquired if the loan would also be at 0% interest and Kathy Hahn confirmed. Gary Miller inquired if the funds would retain their federal designation and Kathy Hahn and Trevor Tutt confirmed that they assumed any payment paid back into the RLF would remain federal until closed out. Mark Westhoff inquired about eligible applicants for the RLF and Trevor Tutt confirmed the service area for the RLF extended beyond Mo-Kan's borders into Northwest Missouri and Northeast Kansas. Michele Allwood moved to approve the Maryville RLF and Joyce Simpson seconded the motion. The motion passed unanimously.
- e. **Action Item 4:** Trevor Tutt presented the updated FY25 Annual Report, highlighting changes from the last meeting and stating that we still need updated financials for the year end to include. Trevor Tutt stated that the board does not have to approve the report at this time, or they could approve it with the coming change of the financial information. Gary Miller stated that it is as close as it will be minus the financial information, so moved to approve as presented with the stated changes. Ken Pike seconded the motion, and it passed unanimously.
- f. **Action Item 5:** Trevor Tutt stated that as part of the HUD housing study grant application that Evan Banks recently completed, Mo-Kan Regional Council needs Conflict of Interest policies in place and submitted to HUD for approval. Mo-Kan Development, Inc. does have a Conflict of Interest policy, but we could not locate such a policy for MKRC. Trevor Tutt utilized Meramec Regional Planning Commission's policies which have been approved by HUD as a sample to form the presented draft of MKRC's policy. Gary Miller inquired about disclosure of potential conflicts and Trevor Tutt confirmed that that policy and procedures to disclose are included in the policy, highlighting the formation of an Operations Committee to be added to our Bylaws as a mechanism to disclose potential conflicts and address them appropriately. Gary Miller inquired about examples of conflicts that may arise. Trevor Tutt provided a hypothetical that if a board meeting owned a business that would directly benefit from a grant application for a city, they would be required to disclose and recuse themselves from any votes related to that grant. Michele Allwood and Mark Westhoff followed up with related questions. Question of City's and city representatives were posed, Evan Banks stated the policy specifically states business interests, Trevor Tutt stated so long as the city employee were not directly benefiting from the funding it would not be a conflict. Michele Allwood moved to accept the Conflict of Interest policy as presented. Tom Lawson seconded the motion, and it passed unanimously.

VIII. **Discussion Items**

- a. **Bylaws Updates:** Trevor Tutt discussed the history of MKRC and the last update of the Bylaws to clean up the board membership. Trevor Tutt stated that we have 24 board members who have responded to their assessments out of 52 potential members which is more than we had last year minus the loss of the City of St. Joseph. Trevor Tutt hopes to have Bylaws Committee meet in the next couple weeks to update timing for officer elections and committee formation for the next board meeting.

IX. **Staff Reports**

- a. Citlali Samano reported on the Safe Streets subcommittee meetings and individual community meetings. Citlali Samano attended the NADO Transportation Conference in Des Moines. Citlali Samano is working on a GIS dashboard so the public can view potential projects and interact with them better. Citlali Samano reported on upcoming community meetings over the next few weeks.
- b. Evan Banks reported on the Threat and Hazard Identification and Risk Assessment (THIRA) update, the Regional Homeland Security Oversight Committee (RHSOC) is meeting tomorrow to finalize the update. Evan Banks stated that the Homeland Security funding is still delayed due to the freeze, and our communities are already requesting funding for equipment purchases, so that process will be quick when grants become available. Evan Banks stated that Stewartsville CDBG second phase application was completed yesterday, the environmental review for phase one is completed and awaiting the mayor's signature. Evan Banks stated that Buchanan County's Hazard Mitigation Plan update will begin to develop their planning committee next month. Evan Banks stated that we submitted a Rural Business Development Grant application for Clinton County to update their zoning maps, but the award has not yet been announced. Evan Banks discussed his work on the HUD grant to study the impact of investors on housing in alignment with our CEDS conducted last year which identified housing as a concern and identified the statistic that rent/own percentages in the region were the inverse of the national average at 32% own vs 68% renting rather than 65% own vs 35% rent nationally.
- c. Kathy Hahn reported on her work with EPA, Homeland Security drawdowns, and stepping in in the Loan Department with the loss of our Senior Loan Officer. Gary Miller inquired about any new loans in process and Trevor Tutt stated that we have done a great job recently at improving our marketing so we are now receiving more interest while we are now short staffed and trying to keep up with applications.
- d. Trevor Tutt reported on the Andrew County Water Projects, explaining the complexity of the online portals required to manage the environmental review and drawdowns so those projects can begin as soon as possible, stating that it is his top priority to get those projects moving. Trevor Tutt discussed the CDBG in Cameron for Harris Street, seconding that the Wathena CDBG is completed and in closeout. Trevor Tutt reiterated the job posting for the Loan Officer is available if the board has any recommendations.

- X. **Adjournment:** Trevor Tutt announced that the next meeting would be at 3:00 pm on August 27, 2025. The meeting was adjourned at 4:20 pm.