

MINUTES
ABCD REGIONAL PLANNING COMMISSION
MO-KAN REGIONAL COUNCIL
August 27, 2025
3:00 PM

Members Present: 14

Bob Burns – City of Lathrop	Teresa Douglas-Ford – City of Fillmore
Patricia Fisher Johnson – City of Maysville	Steven F. Garrett – City of Plattsburg*
Tom Lawson – City of Stewartsville	Cathy Martin – City of Effingham*
Gary Miller – Buchanan County	Bill Murphy – City of Atchison*
Lance Rains -City of Cameron	Jim Richardson – City of Troy
Joyce Simpson – Doniphan County	Tyler Swink – City of Savannah
Todd Throckmorton – City of Clarksdale*	Mark Westhoff – City of Atchison

Others Present: 9

Jamie Baker – City of Savannah*	Evan Banks – MKRC*
Brooke Bell – City of Savannah*	Kathy Hahn – MKRC
Ron Hook – Buchanan County	Patti Hubbard – MO DNR*
Sally McDowell – City of Easton	Citlali Samano – MKRC
Trevor Tutt - MKRC	

*virtual attendance

The combined meetings of ABCD Regional Planning Commission and Mo-Kan Regional Council were held August 27, 2025, at 224 North 7th Street, St. Joseph, MO 64501 and virtually via Zoom web conference call, at 3:00 PM, with Chair Bob Burns presiding. A quorum was present.

- I. **Call to Order:** Bob Burns called the meeting to order at 3:00 pm.
- II. **Missouri Department of Natural Resources Presentation:** Patti Hubbard, Outdoor Recreation Grants Planner for the Missouri Parks Department, presented on the Land Water Conservation Fund (LWCF), the Recreational Trails Program (RTP), and the Missouri State Park Bus Grants.
- III. **Community Updates:** Board members provided updates of projects and activities in their respective communities. Mark Westhoff introduced new board member Bill Murphy representing the City of Atchison.
- IV. **Approval of Minutes:** The minutes from the July 23, 2025, board meeting were presented. Gary Miller requested his affiliation be corrected from City of St. Joseph to Buchanan County. Tom Lawson made a motion to approve the minutes with the correction, Lance Rains seconded the motion, and it passed unanimously.
- V. **Financial Report:** Kathy Hahn presented financial reports for FY25 and the month of July in FY26. The breakdown of budget vs actual showed income down \$87,836 less than budgeted. Gary Miller inquired about the biggest hit to federal funding. Kathy Hahn explained Andrew County's HMP was budgeted and still has not been funded. Expenses were under \$79,000 from the budget, but with higher expenses resulted in a loss of about \$19,000 which is more than was budgeted. For July, Kathy Hahn reported a profit including \$25,000 from Kansas. Joyce Simpson moved to accept the draft financial report, Tom Lawson seconded the motion, and it passed unanimously.
- VI. **Committee Reports:** Bob Burns stated that the By-Laws Committee met prior to the board meeting to make changes to the by-laws as presented and suggested for approval in Action Item 1. Trevor Tutt presented the changes made in the By-Laws Committee including correction to Atchison's membership being two (2) members for the City of Atchison rather than Atchison County, the first annual meeting being in July rather than May, board member terms running July-June of each fiscal year, board elections being held at the last regular meeting in June of the previous fiscal year, the

slate of officers being assembled in May by the Nominating Committee, and the combination of Budget and Personnel Committees and By-laws Committee being absorbed by the newly formed Operations Committee. Mark Westhoff pointed out additional references to the combined committees throughout the by-laws that would need to be updated if the combination of committees is approved.

VII. **Action Items**

- a. **Action Item 1:** Trevor Tutt presented the above-mentioned changes to the by-laws as recommended by the By-Laws Committee. Tom Lawson moved to approve the changes to the by-laws as presented. Mark Westhoff seconded the motion and it passed unanimously.
- b. **Action Item 2:** Gary Miller inquired about the combination of those members previously appointed to the newly combined committees. Trevor Tutt stated that the combined Budget and Personnel Committee would be Tanya Zimmerman, Tom Lawson, Ken Pike, Gary Miller, and Joyce Simpson with Bob Burns opting out from committee appointment and Michele Allwood no longer being a member of the board. Mark Westhoff moved to merge the committees as recommended. Joyce Simpson seconded the motion, and it passed unanimously.

VIII. **Discussion Items**

- a. **Conflict of Interest Form Signatures:** Trevor Tutt handed out copies of the Conflict of Interest forms approved at last month's meeting and requested members present sign the forms while those in attendance online could sign them and send them through email.
- b. **Board Attendance Requirement:** Trevor Tutt reminded board members present that Article 3.3 of the by-laws states that any member who is absent for three (3) consecutive board meetings may be considered as having resigned from the board and any member who missed two (2) consecutive board meetings would be notified by the Executive Director, stating his intention of notifying those members who have yet to attend a meeting in FY26.

IX. **Staff Reports**

- a. Citlali Samano reported that she concluded the local feedback meetings and has worked on project drafts across the region from those feedback sessions. Citlali Samano conducted sidewalk assessments across the region through the month of August and is nearly complete. Citlali Samano attended CDBG training in Jefferson City. The Wathena sidewalk project was completed so Citlali Samano is working on closeout of that CDBG project and applying for the Doniphan County ADA improvement CDBG application. Mark Westhoff inquired about survey results for the Safe Street project. Citlali Samano replied that there were quite a few responses from Atchison with about 246 respondents total.
- b. Evan Banks reported that he would be working on the Kansas Rural Mural project, the Regional Excellence Initiative for Kansas Commerce, and the Stewartsville CDBG with the environmental review for Phase I being completed and the application for Phase II being submitted. FY25 HLS grants have come in with over a hundred submitted, scoring and prioritization should be next month. The Buchanan County HMP update will begin organizing the planning committee by the end of the week. Evan Banks reported that he also attended CDBG training with Citlali Samano and received a water bottle prize.
- c. Trevor Tutt reported on the Andrew County Water Projects, explaining that the Environmental Review is complete and we just have to wait on a few public hearing timing requirements. Once those are completed, funds should be released and the projects can begin bidding out contractors to begin those projects. As Evan Banks mentioned, Mo-Kan received a Rural Mural grant for the City of Wathena, but it cannot be officially announced until the state press release is prepared. Trevor Tutt discussed the CDBG and LWCF projects for the City of Stewartsville highlighting potential projects to apply for this LWCF round. Unfortunately, the LWCF for Kansas is not opening for applications this year.

- X. **Adjournment:** Bob Burns announced that the next meeting would be at 3:00 pm on September 24, 2025. Mark Westhoff moved to adjourn the meeting and the meeting was adjourned at 4:18 pm.