

**AGENDA**  
**Thursday, August 22, 2019**

**7:00 p.m. – RCOG Executive Board OPEN Meeting**

**Posted August 19, 2019**

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve June 27, 2019 Minutes
- V. Approve June and July 2019 Treasurer’s Report
- VI. Old Business
  - a. Discuss RCOG Insurance Cost Savings
  - b. Discussion of Office Buildings
- VII. New Business
  - a. Approve May 2019 TAC Minutes – Action Item #1
  - b. Approve FY ‘20 State Funding – Action Item #2
  - c. Approve Limits on Credit Cards – Action Item #3
  - d. Approve Northwest Missouri Enterprise Facilitation Administration Contract for \$8,000 – Action Item #4
  - e. Approve Mission Possible Administration Contract for \$8,000 – Action Item #5
- VIII. Household Hazard Waste Collections Presentation – Cassie Hasekamp
- IX. Staff Reports
- X. Executive Director’s Report
- XI. Closed Session (If needed)  
*(The board of directors of the Northwest Regional Council of Governments may vote to close the meeting pursuant to RSMo 610.21 (1), 610.021 (2), or 610.021 (3))*
- XII. Adjourn

\*If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at 660.582-5121 no later than 48 hours prior to the commencement of the meeting.

**NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS**  
**RCOG Open Board Minutes**  
**August 22, 2019**  
**RCOG Conference Room, Maryville, MO**

**Call to Order**

Lori Carlson, Chairperson, called the meeting to order at 7:00 pm at the Regional Council Conference Room in Maryville, MO.

**Roll Call**

There were eight members present, constituting a quorum.

**Approve Agenda**

No changes were made to the agenda. Gary Carlson made a motion to accept the agenda as presented, seconded by Jack Baldwin. Motion passed (8 ayes; 0 nays).

**Approve June 27, 2019 Minutes**

The June 27, 2019 minutes were previously emailed to the members and made available during the meeting for review. Jack Baldwin made a motion to approve the June 27, 2019 minutes, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

**Approve June and July 2019 Treasurer's Reports**

Alice Schieffer, Fiscal Officer, presented the Board with the June revenue and expenditure report ending June 30 and the end of the fiscal year. The agency finished the year with total cash and in-kind revenue of \$657,554.84. Expenses for the year ending in June were \$632,016.53, leaving the agency with a surplus of \$25,538.31.

At the end of July, the total agency cash on hand was \$285,013.56. Currently, based on the revenue and expenses for the month of July 2019, the agency is currently running a \$13,015.97 deficit for the new fiscal year. However, Alice is not concerned based on the current contracts and grant administration fees that our agency will be receiving soon.

Tyler Paxson made a motion to accept the June and July 2019 Treasurer's Reports, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

**Old Business**

**Discuss RCOG Insurance Cost Savings**

Alice has been working with Rural Missouri Insurance to lessen our insurance costs while maintaining the same coverage for the Regional Council, the Development Corporation, and the Solid Waste District. With the same coverage, a total savings of \$2,952.22 per year in insurance

premiums. Overall the Regional Council will save \$1,979.99, Development Corporation \$705.23, and the Solid Waste District \$267. No action was needed.

### **Discussion of Office Buildings**

Jerri and Alice provided an update on the building. The building's east wall is still an issue as water continues to leak through the wall. The Board asked Jerri and Alice to continue to work to resolve this issue.

Jerri and Alice asked that the building committee be re-instated to look at the following options for the agency:

- Continue to make repairs to our current building – this would include hiring another contractor to seal the east wall on the outside and once we are sure that is repaired, contract with someone to remove all inner walls on the east side that are buckled from the moisture coming in (this would include removing the current walls and wet insulation and replacing both insulation and walls.)
- Purchase a lot and contract with NW Tech School to build a new structure (Alice has spoken with Jeremy Ingraham, Director of NW Tech school – he said they would be glad to work with us).
- Purchase a new structure (Jerri, Gary, Lorie, Brock, and Alice have looked at a few sites - those that we have seen are priced too high for us to afford and/or would require a great deal of work to become operational for our needs).
- Find a public facility that would house us for zero-low rent.

Jack made a motion to re-instate the building committee with the following members: Jack Baldwin, Tyler Paxson, Bob Stiens, Gary Carlson, and Brock Pfof. Gary Carlson seconded the motion. Motion was approved (8 ayes; 0 nays).

### **Approve May 2019 TAC Minutes**

The Transportation Advisory Committee (TAC) is a permanent subcommittee of the Regional Council. Any decisions made by the Committee should be ratified by the Regional Council Board. The TAC met on May 21, 2019. Minutes were previously emailed to the members and made available during the meeting for review. Gary Carlson made a motion to approve the May 21, 2019 TAC minutes, seconded by Jack Baldwin. Motion approved (8 ayes; 0 nays).

### **Approve FY'20 State Funding**

The Regional Planning Commissions in the State of Missouri have been awarded a State Regional Planning Grant that is managed by the Office of Administration and allocated by the state legislature. This year the legislature approved \$300,000 for this funding year, to be evenly distributed among the 19 regional planning commissions in the state. It is anticipated the Regional Council will receive approximately \$13,351.76. Jack Baldwin made a motion to

approve the FY'20 State Funding Application, seconded by Regan Nonneman. Motion approved (8 ayes; 0 nays).

#### **Approve Limits on Credit Cards**

The Board of Directors authorized agency credit cards to employees for purchases and travel expenses where agency lines of credit are not available. All charges must be approved by the Executive Director. Recommended credit limits are as follows: Jerri Dearmont-\$3,000, Alice Schieffer-\$3,000, Kim Mildward-\$1,000 and Amy Dowis-\$1,000. Gary Carlson made a motion to approve the limits on credit cards as recommended, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

#### **Approve Northwest Missouri Enterprise Facilitation Administration Contract for \$8,000**

Northwest Missouri Enterprise Facilitation (NWMEF) was awarded \$70,000 in 70% tax credits from the Neighborhood Assistance Program to expand its program services. NWMEF has selected the Regional Council as their Grant Administrator. The grant period is for three years beginning July 1, 2019-June 30, 2022. Gary Carlson made a motion to approve the NWMEF grant administration contract for \$8,000, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

#### **Approve Mission Possible Administration Contract for \$8,000**

Mission Possible Center was awarded \$263,301 in 70% tax credits from the Neighborhood Assistance Program to construct a building to house a food pantry, thrift store, and office for Community Services in Grant City. Mission Possible Center selected the Regional Council as their Grant Administrator. The grant period is for three years, beginning July 1, 2019-June 30, 2022. Regan Nonneman made a motion to approve the Mission Possible Center administration contract for \$8,000, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

#### **Household Hazardous Waste Collections Presentation by Cassie Hasekamp**

Cassie Hasekamp presented on the Nodaway County Regional Permanent Household Hazardous Waste Collection Site. The site is open to all residents only (no businesses) in Atchison, Gentry, Holt, Nodaway, and Worth counties to assist them with disposing of household hazardous waste with proof of residency (Valid ID). The service is free. Upcoming collection dates in 2019 are September 14, October 5 and November 20. The Nodaway County Maintenance Barn located at 1516 East Halsey Street in Maryville is the drop off location. It is open from 8 am until Noon on collection dates.

#### **Staff Reports**

Staff reports were included in the board packet that was emailed. Each staff members presented a brief report. Kim and Jerri both attended the Joint NE/NW Roundtable meeting of economic developers earlier in the day in Marceline. The meeting covered the difference between Hemp and medical marijuana. This is a hot topic in the state with the recent changes

in law to allow production for medical marijuana, distribution, and sale of medical marijuana in the state.

Cassie reported the first draft of the Atchison County Hazard Mitigation Plan is available for public comment until September 6 on the agency website.

Rita reported a new Youth Coordinator, Denise Hockaday, was hired and she began her duties on Monday. Her main focus will be learning the programs and case management system. Rita informed the board the agency received funds from the Gary D. Taylor Trust in the amount of \$5,000. These funds will be used for transportation costs and staff time to Atchison, Gentry, Holt and Worth counties to perform job center services in those areas.

Amy reported on the Annual Dinner that will be held September 26 at the Countryside Bistro. Invitations will be mailed soon. Please RSVP to Amy to attend the dinner.

Alice reported she is starting to perform some grant administration duties on Labor Standards. The new auditor will be here next week.

### **Executive Director's Report**

Jerri reported that the Fairfax Street and Mound City Bridge CDBG project applications are still in the review stage and funding announcements should be in September.

Jerri has been talking with levee and drainage districts in Atchison and Holt Counties to see if CDBG funds will be needed to assist with repairs. Our office will begin working with the districts to acquire maps and scopes of work for the repairs to begin the environmental review process due to the disaster declaration. This same process could potentially be used for County and City disaster-related projects as well.

The City of Elmo are experiencing water tower issues. Our agency will be working with the City and USDA to obtain a SEARCH grant to assist with the Preliminary Engineering Report.

The environmental review for the three bridge projects in Gentry, Nodaway, and Worth counties are nearing completion. The advertisement for bids for materials will begin soon.

Jerri announced that two projects submitted for recognition through the National Association of Development Organizations Impact Awards were selected. The Regional Council will be recognized for our work on the Nodaway-Holt Wastewater Feasibility Study and the MOSAIC (SSM Health) Pre-school and Childcare Center. Awards will be announced at the Annual NADO Conference in October 2019.

The Quality Management Water Management (604b) Grant is now opened for proposals. The agency is considering a couple of areas in the region as potential areas where wastewater collection systems could be regionalized — deadline for applications is September 30, 2019.

RCOG and RDC currently have a few board member vacancies. Emails were sent asking for suggestions of who could fill the vacancy or asking approval of a potential candidate to fill the position.

**Closed Session**

No closed session was needed.

**Adjourn**

With no other business, Bob Stiens motioned to adjourn the meeting at 8:21 pm, seconded by Jack Baldwin. Meeting adjourned (8 ayes; 0 nays).

---

Lorie Carlson, Chairman

---

Regan Nonneman, Secretary

**Members Present**

Lori Carlson  
Bob Stiens  
Gary Carlson  
Regan Nonneman  
Tom Bullock  
Pat Walter  
Tyler Paxson  
Jack Baldwin

**Staff Present**

Jerri Dearmont  
Alice Schieffer  
Rita Wallinga  
Kim Mildward  
Amy Dowis

**Members Absent**

Curtis Livengood  
Jubal Summers  
Greg Book  
Ben Abplanalp

Ryan Kingery  
Martin Weatherd  
Adam Stanton  
Doug Sutton

Derek Brown  
Duane Nauman  
Ben Lipiec