

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS

RCOG Open Board Minutes

February 27, 2020

Conference Room, Northwest Missouri Regional Council of Governments, Maryville, MO

Call to Order

Lori Carlson, Chairperson, called the meeting to order at 7:20 pm at the Conference Room of the Northwest Missouri Regional Council of Governments in Maryville, MO.

Roll Call

There were ten members present, constituting a quorum.

Approve Agenda

One addition was made to the agenda. The approval of a contract amendment with Snyder & Associates to perform additional tasks for the Nodaway-Holt Wastewater Feasibility Study. Gary Carlson made a motion to accept the agenda with the additional item, seconded by Pat Walter. Motion approved (10 ayes; 0 nays).

Approve December 4, 2019 Minutes

The December 4, 2019 minutes were previously emailed to the members and made available during the meeting. Regan Nonneman made a motion to approve the December 4, 2019 minutes as presented, seconded by Tom Bullock. Motion approved (10 ayes; 0 nays).

Approve November 2019, December 2019 and January 2020 Treasurer's Reports

Alice Schieffer, Fiscal Officer, presented the Board with revenue and expenditure reports for November 2019, December 2019, and January 2020. She reviewed the most recent month with the Board. At the end of January, the total agency cash on hand was \$334,791.08. Alice reviewed the revenue and expense report. By the end of January, the agency should have received 58% of the revenue. To date, the agency has received 48% of its anticipated revenue for the year. Expenses for the year should be at 58% of the budget are well at this time of the year. Currently, the agency has spent 56% of its anticipated expenditures for the year. Based on the revenue and expenses for January 2020, the agency is now running a deficit of \$15,946.38. However, Alice is not concerned based on the current contracts and grant administration fees that the agency will receive by the end of June. Regan Nonneman made a motion to accept November 2019, December 2019 and January 2020 Treasurer's Reports as presented, seconded by Bob Stiens. Motion approved (10 ayes; 0 nays).

Committee Reports

Budget Committee Recommendation and Approval

Bob Stiens asked Alice to review with the Board the proposed changes she presented to the Budget Committee regarding the agency's accounting policies. The majority of the changes

ware being made for compliance with separation of duties related to the handling of mail and cash. The other changes are related to payroll and credit card limits for staff. Bob Stiens made a recommendation to accept the revised Accounting Policies as presented to the Budget Committee, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

By-Laws Committee Recommendation and Approval

Gary Carlson asked Jerri Dearmont to review with the Board the proposed bylaw changes that were presented to the Bylaws Committee. The first change proposed would be to change the agency's meetings from monthly to quarterly. If this change is approved, the Board will meet on the fourth Thursdays in March, June, September, and December. The second change to the bylaws would allow the Executive Director to call a meeting of the Executive Committee for matters of urgency that would need to be discussed in between meetings. The full Board would then ratify those decisions during the next regular meeting. The third change would add a section related to closed meetings and when the Board could go into closed session. The fourth change eliminates proxy voting if a representative could not attend a meeting. The last change proposed was related to how quorum is defined for a meeting. Greg Welch made a motion to accept the Bylaw changes as offered except for how quorum for meetings is defined, seconded by Tom Bullock. Motion approved (10 ayes; 0 nays).

Old Business

Ratify vote for Kim Mildward's Out-of-State Travel to Nebraska and Kansas.

The Board was asked to vote by email on two out-of-state travel requests for Kim Mildward. The first was to attend EDA Disaster application training in Lincoln, NE. The second travel request was for the National Historic Register workshop in Topeka, KS. These requests were approved by email vote. Gary Carlson made a motion to ratify the vote on Kim Mildward's Out-of-State Travel to Nebraska and Kansas, seconded by Pat Walter. Motion approved (10 ayes; 0 nays).

New Business

Approve August 20, 2019 TAC Minutes

The Transportation Advisory Committee (TAC) is a permanent subcommittee of the Regional Council. The Regional Council Board should ratify any decisions made by the Committee. The August 20, 2019 TAC minutes were previously emailed to the members and made available during the meeting for review. Tom Bullock made a motion to approve the August 20, 2019 TAC minutes, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Approve TAC's FY 20 STIP Priorities

Amy Dowis showed the Board the list of FY20 STIP Priorities recommended by the TAC. Gary Carlson made a motion to approve the FY20 STIP Priorities, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Approve TAC's FY20 Maintenance Priorities

Amy Dowis showed the Board the list of FY20 Maintenance Priorities recommended by the TAC. Pat Walter made a motion to approve the FY20 Maintenance Priorities recommended by the TAC, seconded by Bob Stiens. Motion passed (10 ayes, 0 nays).

Approve the December 2019 TAC Meeting Minutes

Amy Dowis asked that the Board approve the December 2019 TAC meeting minutes. The December 2019 TAC minutes were previously emailed to the members and made available during the meeting for review. Gary Carlson made a motion to approve the December 2019 TAC minutes, seconded by Tom Bullock. Motion approved (10 ayes; 0 nays).

Approve Mound City Environmental Review Contract-\$5,000

Jerri Dearmont explained that the Mound City Bridge on South State Street had been awarded CDBG funds to replace the bridge. The City of Mound City has asked that the Regional Council complete the required CDBG environmental review for the project. Jerri asked the Board to approve her executing a contract with the City for \$5,000 to complete the environmental review. Regan Nonneman made a motion that the Board approve the contract with Mound City to complete the Environmental Review, seconded by Tom Bullock. Motion approved (10 ayes, 0 nays).

Approve Mound City Administrative Contract -\$28,800

Jerri Dearmont explained that this contract would be with the City of Mound City to provide administration service for the CDBG grant in addition to the environmental review for the Mound City Bridge project on South State Street. The contact amount would be for \$28,800. Bob Stiens made a motion that the Board approve the contract with Mound City to provide administration services for the Mound City Bridge project, seconded by Tom Bullock. Motion approved (10 ayes, 0 nays).

Approve Missouri DNR 604b Nodaway Holt Wastewater Feasibility Study Amended Contract-\$95,500

Jerri Dearmont explained that the Department of Natural Resources came to the Regional Council a couple a months ago asking if the agency could expand the Scope of the Work for the project for additional funds. Staff worked with Snyder and Associates to expand the Scope of Work for the project and revise the budget. DNR has approved the revised Scope of Work and

budget. The changes increased the budget of the project by \$14,500. Gary Carlson made a motion to approve the amended contract with DNR for the 604b Nodaway Holt Wastewater Feasibility Study, seconded by Pat Walter. Motion passed (10 ayes; 0 nays).

Approve Missouri DNR 604b Nodaway Holt Wastewater Feasibility Study Amended Contract with Snyder and Associates-\$71,000.

The revised Scope of Work for the 604b Nodaway Holt Wastewater Feasibility Study contains additional tasks to be completed by Snyder and Associates as part of the project. Snyder and Associates will be compensated an additional \$11,000 for their work on the project for a total of \$71,000. Regan Nonneman made a motion to approve the amended contract with Snyder and Associates for \$71,000 to complete the 604b Nodaway Holt Wastewater Feasibility Study, seconded by Tom Bullock. Motion passed (10 ayes, 0 nays).

Workforce Development Out-of-School Youth Presentation

Rita Wallinga presented on the Workforce Innovation and Opportunity Act's (WIOA) Out-of-School Youth Program offered through the Missouri Job Center. The program serves youth ages 16 to 24, who are not currently attending school and have one or more barriers to obtaining or maintaining employment. Rita reviewed the barriers with the Board that could make a youth eligible for the program. She also explained the services provided by the program, including assistance with completing the HiSet, work experience, and occupational skills training, among others. Also, Rita explained that she is currently hosting pop-up Job Centers in Atchison, Holt (first Friday of the month), and Gentry and Worth (fourth Friday of the month).

Staff Reports

Staff reports were included in the packet. No formal reports were given at the meeting.

Executive Director's Report

Jerri reported that another Regional Planning Commission (RPC) contacted the agency about assisting with completing the Hazard Mitigation Plan for Sheridan County. The plan is close to expiring. One of the communities in the county is considering a buyout due to flooding. For that to be a possibility, the county must have buyouts as an action item, and the Hazard Mitigation Plan must be current and approved by FEMA. Staff is looking at how much work would need to be done before deciding if we can assist.

Community Development Block Grant (CDBG) staff are hoping to hold new application training in April. Because of the delay in releasing the application, many due dates will happen in July instead of May.

Working on flood projects continues to be a challenge. Several drainage districts started working with FEMA, and then midstream, the agency decides that the drainage district needs to

work with NCRS. This almost restarts the process as NCRS needs to complete assessments of the damage. In many instances, FEMA and the U.S. Army Corps of Engineers are still working on damage assessments in the region. CDBG has decided to limit what they will assist with in terms of flood recovery. Also, they are working on an online application that is slowing the process down.

Next week Kim will attend the Workforce Development Board meeting and then head to Jefferson City for EDA and MACOG meetings. Jerri will participate in a meeting for the City of Craig with Amy on Wednesday night. Jerri will then head to Jefferson City for MACOG meetings as well. All of the staff is staying busy working on grants and projects.

Closed Session

No closed session was needed.

Adjourn

With no other business, Regan Nonneman motioned to adjourn the meeting at 8:25 pm, seconded by Gary Carlson. Meeting adjourned (10 ayes; 0 nays).

Lorie Carlson, Chairman

Regan Nonneman, Secretary

Members Present

Lori Carlson
Bob Stiens
Doug Sutton
Regan Nonneman
Tyler Paxson
Tom Bullock
Gary Carlson
Pat Walter
Jubal Summers
Greg Welch

Staff Present

Jerri Dearmont
Alice Schieffer
Rita Wallinga
Kim Mildward
Amy Dowis

Members Absent

Curtis Livengood
Jack Baldwin
Greg Book
Ben Abplanalp

Ryan Kingery
Martin Weatherd
Adam Stanton

Derek Brown
Duane Nauman
Ben Lipiec