

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS
RCOG Open Board Minutes
December 3, 2020, Followed RDC Meeting at 7:00pm
Held via Zoom Meeting

MINUTES

Call to Order

Tyler Paxson, Chairperson, called the meeting to order at 7:18 p.m. The Board recognized Bob Stiens for his 16 years of service to the Board.

Roll Call

There were nine members present via Zoom conferencing, constituting a quorum. Roll was called by Robin Davidson with responding members present as follows: Tyler Paxson, Bob Stiens, Gary Carlson, Regan Nonneman, Jack Baldwin, Doug Sutton, Curt Livengood, Tom Bullock, and Ben Lipiec.

Approve Agenda

The December 3, 2020 Agenda was previously emailed to the members and made available during the meeting. Gary Carlson made the motion to approve the Agenda as presented, seconded by Ben Lipiec. Motion approved (9 ayes; 0 nays)

Approve September 24, 2020 Minutes

The September 24, 2020 minutes were previously emailed to the members and made available during the meeting. Ben Lipiec made a motion to approve the September 24, 2020 minutes as presented, seconded by Bob Stiens. Motion approved (9 ayes; 0 nays).

Approve September and October of 2020 Treasurer's Reports

Alice Schieffer, Fiscal Officer, presented the Board with revenue and expenditure reports through October 31, 2020. Revenues were \$220,400.99 which was 26% of budget amount and Expenses were \$201,976.86 which was 27% of what was budgeted. At the end of October, the total agency cash amount was \$455,859.43. This balance includes advanced EDA Planning funds of \$17,500 and EDA CARES Act funds of \$50,000. Plus, still have \$9,884.09 advances from the previous quarter. All advances must be in a non-interest-bearing account. Therefore, it must remain in our checking account. Gary Carlson made a motion to accept September and October 2020 Treasurer's Reports as presented, seconded by Tom Bullock. Motion approved (9 ayes; 0 nays).

Old Business

None

New Business:

Approve FY '20 Regional Council Audit – Action Agenda Item #1

The FY2019-20 Audit Report was previously emailed to members and made available during the meeting. Alice Schieffer reviewed sections of the audit that were highlighted for members to follow on screen per the Zoom meeting. The audit did not identify any deficiencies in internal control, consider to be material weaknesses, so no issues found. Motion to approve the FY2019-20 Audit Report made by Doug Sutton, seconded by Bob Stiens. (9 ayes; 0 nays)

Approve NWMSU – EDA CARES Act Contract - \$15,000 – Action Agenda Item #2

The Regional Council developed a framework to assist with mitigating the economic impact of the Coronavirus (COVID-19) and provide greater resiliency to the region for future economic downturns. A component of the framework is to provide business continuity and large event planning workshops. To accomplish these tasks, EDA approved the Regional Council contracting with Northwest Missouri State University to provide the workshops. A contract was extended to NWMSU and the organization accepted the contract. A scope of work

has been provided to the NWMSU. The NWMSU EDA CARES Act Contract for \$15,000 will be paid with the EDA CARES Act funds in the FY '21 and FY '22 by Regional Council of Governments. Payments will be invoiced in three (3) equal payments of five thousand dollars (\$5,000). The project completion date for this project is June 30, 2021. Ben Lipiec made the motion to approve this Action Agenda Item, Doug Sutton seconded. Motion approved (9 ayes, 0 nays).

Approve ACDC – EDA CARES Act Contract - \$9,944 – Action Agenda Item #3

The Regional Council developed a framework to assist with mitigating the economic impact of the Coronavirus (COVID-19) and provide greater resiliency to the region for future economic downturns. A component of the framework is to provide business retention and expansion and recruitment services to area business. To accomplish these tasks, EDA approved the Regional Council contracting with Atchison County Development Corporation (ACDC). A 22-month contract was extended to ACDC and the organization has accepted the contract to provide business expansion and retention and expansion services in Atchison County. A scope of work has been provided to the ACDC. The ACDC EDA CARES Act Contract for \$9,944 will be paid with the EDA CARES Act funds in the FY '21 and FY '22 by Regional Council of Governments. Payment will be invoiced in six (6) equal payments of one thousand four hundred twenty-one dollars (\$1,421) and a final payment of one thousand four hundred eighteen dollars (\$1,418). The project completion date for this project and grant is June 30, 2022. Doug Sutton made the motion to approve this Action Agenda Item, Ben Lipiec seconded. Motion approved (9 ayes, 0 nays).

Approve Holt County Hazard Mitigation Plan Contract – Action Agenda Item #4

Regional Planning Commissions across the state of Missouri have assisted the Missouri State Emergency Management Agency (SEMA) for years with the preparation of multi-jurisdictional hazard mitigation plans. To fulfill the planning requirements for the Holt County plan that expires in March of 2022, Regional Council staff will coordinate, host, and conduct a series of meetings in Holt County. These meetings will seek input from Holt County officials, citizens, and others to help identify mitigation strategies that have been completed in the last five years as well as update and identify any new strategies. Preparation of the plan includes extensive community outreach, mapping components and historical disaster/storm research. To complete this hazard mitigation plan update for Holt County, SEMA will reimburse the Regional Council \$19,500.00. Holt County will be responsible for providing \$6,500.00 of documented in-kind match for the plan update. A small portion of funding will be utilized in the current budget, with most of the funds carrying over to FY-22. Curtis Livengood made the motion to approve this Action Agenda Item, Jack Baldwin seconded. Motion approved (9 ayes, 0 nays).

Approve Worth County Hazard Mitigation Plan Contract – Action Agenda Item #5

Regional Planning Commissions across the state of Missouri have assisted the Missouri State Emergency Management Agency for years with the preparation of multi-jurisdictional hazard mitigation plans. To fulfill the planning requirements for the Worth County plan that expires in May of 2022, Regional Council staff will coordinate, host, and conduct a series of meetings in Worth County. These meetings will seek input from Worth County officials, citizens, and others to help identify mitigation strategies that have been completed in the last five years as well as update and identify any new strategies. Preparation of the plan includes extensive community outreach, mapping components and historical disaster/storm research. To complete this hazard mitigation plan update for Worth County, SEMA will reimburse the Regional Council \$19,500.00. Worth County will be responsible for providing \$6,500.00 of documented in-kind match for the plan update. A small portion of funding will be utilized in the current budget, with most of the funds carrying over to FY-22. Gary Carlson made the motion to approve this Action Agenda Item, Curtis Livengood seconded. Motion approved (9 ayes, 0 nays).

Approve Nodaway County Hazard Mitigation Plan Contract – Action Agenda Item #6

Regional Planning Commissions across the state of Missouri have assisted the Missouri State Emergency Management Agency for years with the preparation of multi-jurisdictional hazard mitigation plans. To fulfill the planning requirements for the Nodaway County plan that expires in September of 2023, Regional Council

staff will coordinate, host, and conduct a series of meetings in Nodaway County. These meetings will seek input from Nodaway County officials, citizens, and others to help identify mitigation strategies that have been completed in the last five years as well as update and identify any new strategies. Preparation of the plan includes extensive community outreach, mapping components and historical disaster/storm research. To complete this hazard mitigation plan update for Nodaway County, SEMA will reimburse the Regional Council \$26,500.00. Nodaway County will be responsible for providing \$8,833.33 of documented in-kind/cash match for the plan update. Bob Stiens made the motion to approve this Action Agenda Item, Regan Nonneman seconded. Motion approved (9 ayes, 0 nays).

Approve AMEC Hazard Mitigation Plan Contract – Action Agenda Item #7

In May 2012, the Regional Planning submitted the original draft of a Hazard Mitigation Plan for the 47 rural electric cooperatives providing services in Missouri, followed by an update of the Plan submitted in 2017. For this plan, the Regional Council coordinated the update utilizing subcontracts with the other 17 rural RPCs across Missouri. As with all FEMA approved Hazard Mitigation Plans, an update is due every five years. Due to limited funding, FEMA and SEMA have asked the Northwest Regional Council to attempt the first update independently, with the exception of any sub-contracts deemed necessary (MACOG coordination and mapping). It is anticipated that most of this work will be done using surveys, email and phone correspondence, and AMEC's executive director will be responsible for most of the correspondence cooperatives operating in other RPC's jurisdictions. To complete this hazard mitigation plan update for AMEC, SEMA will reimburse the Regional Council \$55,150. AMEC's member electric cooperatives will be responsible for providing \$18,838.33 of documented in-kind/cash match for the plan update. It is anticipated that approximately half of the federal funding will be utilized in the FY-22 budget year, with the other half allocated to FY-23. Jack Baldwin made the motion to approve this Action Agenda Item, Doug Sutton seconded. Motion approved (9 ayes, 0 nays).

Approve Holt County Roads/Ditch Flood Repairs Admin Contract - \$30,000 – Action Agenda Item #8

Holt County was awarded a Long-Term Recovery-Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing with paying their local assessments with their RPC, advertising is waived, and the county may select their RPC to administer the grant. The Board of Directors needs to approve the contract with Holt County and allow the Executive Director to sign the contract. The contract will engage the Regional Council to perform the administrative duties for the agreed amount of \$30,000. These funds will be included in FY 2021 and FY 2022. Regan Nonneman made the motion to approve this Action Agenda Item, Gary Carlson seconded. Motion approved (9 ayes, 0 nays).

Approve Holt County on behalf of Fortescue Special Road District Flood Repairs Admin Contract - \$36,500 – Action Agenda Item #9

Holt County on behalf of Fortescue Special Road District was awarded a Long-Term Recovery Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing with paying their local assessments with their RPC, advertising is waived, and the county may select their RPC to administer the grant. The Board of Directors needs to approve the contract with Holt County on behalf of Fortescue Special Road District and allow the Executive Director to sign the contract. The contract will engage the Regional Council to perform the administrative duties for the agreed amount of \$36,500. These funds will be included in FY 2021 and FY 2022. Bob Stiens made the motion to approve this Action Agenda Item, Curtis Livengood seconded. Motion approved (9 ayes, 0 nays).

Approve Atchison County on behalf of Phelps City Special Road Flood Repairs Admin Contract - \$20,000 – Action Agency Item #10

Atchison County on behalf of Phelps City Special Road District was awarded a Long-Term Recovery Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing with

paying their local assessments with their RPC, advertising is waived, and the county may select their RPC to administer the grant. The contract will engage the Regional Council to perform the administrative duties for the agreed amount of \$20,000. These funds will be included in FY 2021 and FY 2022. Regan Nonneman made the motion to approve this Action Agenda Item, Ben Lipiec seconded. Motion approved (9 ayes, 0 nays).

Approve Nodaway County Bridge Replacement #3 Jackson Township Environmental Review Contract – \$5000- Action Agency Item #11

The County of Nodaway applied and received Community Development Block Grant funds to assist in replacing two bridges in Jackson Township on County Roads #0445 and #0672. Jackson Township is eligible by LMI. The county intends to construct a third bridge in Jackson Township with the remaining unspent CDBG funds. The engineer has completed the Preliminary Engineering Report to begin the environmental review. The contract will engage the Regional Council to perform the environmental review work for the agreed amount of \$5,000. These funds are anticipated to be added to the FY '21 budget. Bob Stiens made the motion to approve this Action Agenda Item, Jack Baldwin seconded. Motion approved (9 ayes, 0 nays).

Approve Elmo Water Tower Environmental Review Contract - \$5,000 – Action Agenda Item #12

The City of Elmo applied to the Community Development Block Grant and Missouri Department of Natural Resources in October 2020 to secure funding to make the necessary improvements on the water tower. The engineer has completed a Preliminary Engineering Report to begin the environmental review process. The contract will engage the Regional Council to perform the environmental review work for the agreed amount of \$5,000. These funds are anticipated to be added to the FY '21 budget. Regan Nonneman made the motion to approve this Action Agenda Item, Curtis Livengood seconded. Motion approved (9 ayes, 0 nays).

Approve Amended BUILD Admin Contract – Action Agenda Item #13

The City of Maryville received an U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) in December 2018 to improve 1.5 miles to the South Main Corridor. The city and RCOG entered into an administrative agreement in March 2019 with monthly payments of \$5,190. The city is proposing to begin construction in the spring of 2021 for a two-year period. We are amending the administration contract to match these dates which will decrease the monthly payment to \$3,460. The old contract period was 4/1/2019-9/30/22 and will extend by one-year to 9/30/23. The contract total will remain the same at \$75,000. These funds will reflect be included in FY19 - \$5,190, FY20 - \$20,760, FY21 - \$13,840, FY22 - \$13,840, FY23 - \$13,840, FY24 - \$7,530 (Project Closeout 9/30/2023). Tom Bullock made the motion to approve this Action Agenda Item, Regan Nonneman seconded. Motion approved (9 ayes, 0 nays).

Ratify Nodaway County CARES Act Intergovernmental Agreement – Action Agenda Item #14

Regional Council has had several staff members that have tested positive for COVID-19. The RCOG contacted Busy “B” to spray and fog the entire office with a Bioesque Botanical Disinfectant. The office was disinfected on Friday, November 13. The RCOG intends to apply for Nodaway County CARES Act funds by completing an application for reimbursement to have the office disinfected. The application included an Intergovernmental Agreement between the County and RCOG for the Covid-19 funds. The RCOG Board Members were emailed on 11/23/2020 asking for approval or disapproval to have the Executive Director execute the Intergovernmental Agreement. There were 9 responses back with aye constituting a quorum. RCOG is requesting \$1,375 for reimbursement to disinfect the entire office. This will have no impact on the budget. Ben Lipiec made the motion to approve this Action Agenda Item and ratify 11/23/2020 vote, Gary Carlson seconded. Motion approved (9 ayes, 0 nays).

2021 Great Northwest Days Region’s Priorities at the Capital – Discussion on Priorities

Kim Mildward reported that this event will be held virtually on Feb 2 & 3, 2021. The information presented last year was previously emailed to members and made available during the meeting for review. Priorities for 2021 Great NW Days will include Broadband, Infrastructure, Economic Development, Education, and Health Care. No additional priorities were recommended by the Board. Plan to update all information sheets with current data and use to promote the same priorities as the previous year.

Staff Reports:

Staff reported were included in the packet. No formal reports were given.

Executive Director's Jerri Dearmont Report:

Jerri Dearmont, Executive Director, will meet with Holt, Nodaway, and Worth Counties to obtain signatures for the Hazard Mitigation Plan Contracts. The next board meeting is scheduled for March 25, 2021. Recognition of Bob Stiens for service to Board.

Closed Session

There were no closed session items to discuss.

Adjourn

With no other business, Gary Carlson motioned to adjourn the meeting at 8:20 p.m., seconded by Bob Stiens. Meeting adjourned (8 ayes; 0 nays).



Tyler Paxson, Chairman



Jack Baldwin, Secretary

Members Present via Zoom

Tyler Paxson
Bob Stiens
Gary Carlson
Jack Baldwin
Doug Sutton
Curtis Livengood
Tom Bullock
Ben Lipiec
Regan Nonneman

Staff Present via Zoom

Jerri Dearmont
Alice Schieffer
Amy Dowis
Kim Mildward
Rita Wallinga
Robin Davidson
Steve Houts

Members Absent

Lorie Carlson
Ryan Kingery
Adam Stanton
Derek Brown
Ben Abplanalp
Greg Book
Shannon Sherwood
Martin Weatherd
Greg Welch
Pat Walter
Jubal Summers