

**NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS**  
**RCOG Open Board Minutes**  
**March 24, 2022**

**Zoom Information:** <https://us02web.zoom.us/j/86490671715?pwd=UXhPT20wNC9LMm1yL1FLeXQrblFoUT09>  
Meeting ID: 864 9067 1715 Passcode: 818339 Call-In Only Number: 312 626 6799

**MINUTES**

**Guest Speaker**

Our guest speaker was Brandon Jenson, the Chief Community Engagement and Planning Officer from the Community Development Block Grant, Business and Community Solutions (CDBG). Brandon Jensen previously worked for the Southwest Missouri Regional Council of Governments. Brandon Jenson spoke from 7:00 P.M. to 7:30 P.M. about what CDBG can do for our communities and about upcoming changes to the CDBG program. He explained how CDBG funds can be used for General Infrastructure, Water and Wastewater, Community Facilities, Demolition, Economic Development, Emergency and Long-term Recovery, and Downtown Revitalization projects. Each year, every municipality can apply for up to two projects, but counties can apply for up to three. There is no limit on how many Economic Development projects a municipality can apply for. Each municipality is responsible for ensuring that they close-out their projects and is not allowed to apply for new projects until its previous ones are closed out.

CDBG is changing how they calculate maximum amounts for grant applications, so that professional services are still covered but no longer count toward the \$500,000 cap. CDBG is also working to stack their resources better with other funding sources like EDA and increasing the amount of engineering costs they cover. CDBG's approximate budget for this year is \$4 million for Economic Development, \$13 million for Public Infrastructure and Improvements, \$1.2 million for Emergency and Long-term Recovery, and \$4.7 million for Community Facilities and Downtown Revitalization. This information is highlighted in CDBG's action plan, which is currently available for public comment until April 13<sup>th</sup>. CDBG is also holding public hearings.

Jerri Dearmont expressed concern about CDBG's changes to Grant Administration. Brandon Jenson explained that the changes are to align with HUD's procurement and conflict of interest requirements. Communities may continue to work with RPCs or RCOGs so long as they provide the writing of the grant itself and the communities are due paying members. CDBG will now only reimburse us for actual administration costs instead of allowing the previous lump sum contracts, unless the RCOG is solicited. Jerri asked about what documentation CDBG will require for the actual costs, and Brandon said that we must submit our timecards and documentation of any supplies and equipment used. Jerri asked if we must submit our regular timecards or new ones specific to CDBG projects. Brandon replied that we would apply as sub-applicants for each project, and track time spent specifically on each individual project so that the reimbursement needed for each project is clearly documented. Jerri asked about what it would mean for us to be a sub-applicant. Brandon said we would just need to follow the new template on their website for Applicant and Sub-applicant Agreement, request the 4% of the total cost plus \$10,000, and be reimbursed by the communities on our own timeline.

Jerri Dearmont then asked about whether various projects would be considered eligible for CDBG funding. Brandon explained that the private levy district would be an eligible applicant since they're a political subdivision of the county. Amy Dowis asked about CDBG-CV funds and ARPA money. Brandon said that all but \$700,000 in CV funds have been spent, so CDBG is currently going through the top applications to see who would be willing to receive just that last amount. The CV applications will be announced as closed soon. Tyler Paxson asked about Demolition grants and Brandon explained that Demolition is a competitive category and that communities often find it less expensive to not use CDBG funds for their Demolition projects, due to the many CDBG environmental requirements. Brandon said that there will likely be a June to September application cycle for Demolition this year. With no further questions, Brandon ended his presentation.

## **Call to Order**

Tyler Paxson, Chairman, called the meeting to order at 7:32 P.M.

## **Roll Call**

Jerri Dearmont called roll. There were four members present in person and two via Zoom conferencing, constituting a quorum.

## **Approve Agenda**

The March 24, 2022 Agenda was previously emailed to the members. Regan Nonneman made a motion to approve the Agenda as presented, seconded by Tom Bullock. Motion approved (6 ayes; 0 nays).

## **Approve September 21, 2021 Minutes**

The September 21, 2021 Minutes were previously emailed to the members. Tom Bullock made a motion to approve the September 21, 2021 Minutes as presented, seconded by Regan Nonneman. Motion approved (6 ayes; 0 nays).

## **Approve September, October, November, December 2021 and January and February 2022 Treasurer's Reports**

Alice Schieffer, Fiscal Officer, presented the Board with the Treasurer's Report. She outlined the bank reconciliation and cash flow from September to present. The Regional Council's revenues were higher than ever, and we are at a net surplus of \$101,919.81. While this year will end with a great surplus in budget, Alice anticipates that the CDBG administration changes along with loss of EDA Cares funding will negatively affect our budget for next year. Tom Bullock made a motion to approve the Treasurer's Report as presented, seconded by Regan Nonneman. Motion approved (6 ayes; 0 nays).

## **Old Business:**

**Ratify October 2021 Email Vote-University of Missouri Extension Broadband Contract**

**Ratify December 2021 Email Vote-FY21 Audit**

**Ratify January 2022 Email Vote-Grant City Administrative Services Agreement - \$28,800 and 604b Engineering Contract - \$40,000**

**Ratify March 2022 Email Vote-Out of State Travel to Arlington, VA for the 2022 NADO & DDAA Washington Conference, March 13-16, 2022 – Kim Mildward**

Jerri Dearmont briefly reviewed all items above. Regan Nonneman made a motion to approve all Old Business, Ratified items, Tom Bullock seconded the motion. Motion approved (6 ayes; 0 nays).

## **Discussion and/or approval of Juneteenth Federal Holiday (June 20, 2022)**

Jerri Dearmont stated that the board tabled this agenda item in June 2021. The discussion was re-opened. Juneteenth commemorates the abolishment of slavery. The Board discussed the possibility of replacing another holiday with Juneteenth but decided that was unnecessary. Adding Juneteenth brings us to 14 holidays, which is the number of holidays most of our counties celebrate. Duane Nauman made a motion to approve Juneteenth Federal Holiday, and Tom Bullock seconded the motion. Motion approved (5 ayes; 1 nay).

## **New Business:**

**Approve Parnell CDBG-CV Administrative Services Agreement - \$35,000**

The City of Parnell was awarded a CDBG-CV grant in the amount of \$667,788 for their water improvements project. The city opened bids in December and was short funds to move forward with their project. Our office worked on a grant to obtain the additional needed funds for the city due to increase in material costs from COVID. We are asking the board for approval to execute a contract with the City of Parnell to administer their water improvements project with the new CDBG-CV grant. Regan Nonneman made a motion to approve the Parnell CDBG-CV Administrative Services Agreement, seconded by Tom Bullock. Motion approved (6 ayes;

0 nays).

**Approve Auditing Firm for Fiscal Years Ending June 30, 2022, 2023, and 2024**

Alice Schieffer explained the Regional Council solicits for audit proposals every three years. Proposals were due March 11, 2022. The agency received only one proposal from Accounting Solutions. The cost for FY22 will remain the same at \$8,000, but for FY 23 and FY24 the fee will be \$8,500. If a single audit is required, the fee for an audit for one major program is \$4,000 and for additional programs it will be \$3,500. The Regional Council has worked with this firm in the past, and they were the low bidder out of 4 bidders last time we solicited. Regan Nonneman made a motion to approve the selected Auditing Firm, seconded by Tom Bullock. Motion approved (6 ayes; 0 nays).

**Approve Contract with Missouri Department of Health and Senior Services to develop a Community Active Transportation Plan - \$15,000**

Jerri Dearmont had learned about the Community Active Transportation Plan Grant at MACOG, and Amy Dowis applied and was approved for funding. The grant will run from July 1<sup>st</sup> to September 29<sup>th</sup>. The Regional Council is in the process of selecting which community we will write this plan for out of the six largest communities in our 5-county region. Tom Bullock made a motion to approve the Contract with the Missouri Department of Health and Senior Services, seconded by Regan Nonneman. Motion approved (6 ayes; 0 nays).

**Approve TAC minutes, August 17, 2021 and November 16, 2021**

Jerri Dearmont explained that TAC is a subcommittee of the Regional Council; therefore, our board must approve their August 17, 2021 and November 16, 2021 minutes. Regan Nonneman made a motion to approve the TAC minutes, seconded by Tom Bullock. Motion approved (6 ayes: 0 nays).

**Appoint New Secretary to RCOG – Expires September 2022**

Jerri Dearmont stated with the unfortunate passing of Jack Baldwin, our previous secretary, our bylaws state that we must appoint a new secretary at the next RCOG meeting. Tom Bullock made a motion to appoint Duane Nauman as the new Secretary, seconded by Regan Nonneman. Motion approved (6 ayes: 0 nays).

**Staff Reports:**

Staff Reports were provided in the board packet that were previously emailed to each member. Jerri Dearmont asked everyone to take some time to review them. The RCOG Staff has been busy working on various projects over the past months.

Jerri Dearmont introduced Cheyenne Murphy, our new accounting intern, who is training with Alice Schieffer to eventually take over Alice's position. Cheyenne is graduating in the Fall of 2022 with her BS in Public Accounting. She is from Hopkins, Missouri.

Rita Wallinga, Title I WIOA Program Director, talked about a new job fair that will be in Albany, Missouri, as well as the recent job fair at the technical school in Maryville. There is a new ammunition company in Albany that needs workers. The Board discussed local trade positions and college training programs available.

**Executive Director's Jerri Dearmont Report:**

Jerri Dearmont, Executive Director, discussed various new funding opportunities. Yesterday, six new ARPA funds opened under the Bipartisan Infrastructure Bill. RAISE is the category our communities could apply to, but the other categories are airport terminals, water smart, and buses. ARPA applications are due on April 14<sup>th</sup>. DNR Water, Wastewater and Stormwater ARPA funds and State DED funds will also open soon. Finally, the Solid Waste Grant call for education or recycling projects is open until April 1<sup>st</sup> at 3:00 PM.

Kim Mildward is currently presenting in each county to work on community forums to expand broadband access.

Steve and Amy are working on Hazard Mitigation Plans and the AMEC plan. The Regional Council is hoping to secure RAISE funds for Phase II of the South Main Corridor project.

The Regional Council's next Board Meeting will be held on June 23<sup>rd</sup>. The meeting will be lengthy, as the Board will hold two committee meetings, Regional Development Corporation meeting, and Regional Council meeting, so dinner will be provided. The meeting may be held at the Nodaway County Administration Building.

**Closed Session**

No closed session items.

**Adjourn**

With no other business, Tom Bullock motioned to adjourn the meeting at 8:20 P.M., seconded by Regan Nonneman. Meeting adjourned (6 ayes; 0 nays).

  
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Tyler Paxson, Chairman

  
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Duane Nauman, Secretary

**Members Present**

Regan Nonneman  
Tyler Paxson  
Duane Nauman  
Tom Bullock

**Staff Present**

Alice Schieffer  
Jerri Dearmont  
Rita Wallinga  
Annie Arvidson

**Members Present via Zoom**

Jubal Summers  
Bill Walker

**Staff Present via Zoom**

Amy Dowis  
Cheyenne Murphy

**Members Absent**

Andrew Riley  
Ben Lipiec  
Greg Welch  
Ben Abplanalp  
Curtis Livengood  
Ryan Kingery  
Shannon Sherwood  
Kent Bohart  
Greg Book  
Derek Brown  
Lorie Carlson  
Pat Walter  
Doug Sutton  
Gary Carlson

**Guest Present via Zoom**

Brandon Jenson – Guest Speaker