

NIACOG EXECUTIVE COMMITTEE - MINUTES
NIACOG, 525 6th St. SW, Mason City
April 19, 2023

Members in Attendance: AJ Stone, Jim Wherry, Mark Johansen, David Vikturek, and Executive Director Myrtle Nelson

Members Absent: Sis Greiman

1. Call to Order: Stone called the meeting to order at 12:08 p.m.
2. Approval of Agenda and Minutes of Previous Meeting: The members reviewed the current agenda, as well as, the minutes for the Executive Committee meeting held on March 13, 2023. Vikturek made a motion to approve the agenda and the minutes as printed. Wherry seconded the motion, and it carried unanimously.
3. Financial Report for February 2022 and Approval of Any Capital Expenditures Over \$5,000: Nelson reviewed the 'Statement of Net Assets', the 'Statement of Revenue and Expenses', and the 'Monthly Disbursement Detail' (listing of checks) for February 2023. She also noted that no capital expenditures exceeded \$5,000. Johansen made a motion to approve the financial report. Wherry seconded the motion, and it carried unanimously.
4. Communications and Reports
 - a. Broadband OCIO Mapping: Nelson stated that, even after multiple emails and contacts, no submittals were made for OCIO mapping with assistance from the NIACOG office. Johansen noted that other avenues were being pursued for Latimer directly with a broadband supplier. Wherry noted that the need was not concentrated enough to warrant an application in Mitchell County.
 - b. Iowa Homeowner Assistance Fund Home Repair Pilot Program – Administration: Nelson explained that the State of Iowa will be making home repair funding available through a new program called the 'Iowa Homeowner Assistance Fund Home Repair Program'. She said that this program is different in that the homeowners will individually apply to the state for funding. To be eligible, homeowners must have been financially affected by COVID such as: job loss, reduction in income, or increased costs due to healthcare, childcare, or the need to care for a family member. She went on to say that the State is looking for entities to coordinate the repair projects and that she intended to have NIACOG apply to help serve as a project coordinator/administrator.
 - c. Mason City Downtown West Project: Nelson described a project that is being implemented in partnership with: the City of Mason City, Habitat For Humanity, 43 North Iowa, Cerro Gordo Department of Public Health, and State ARPA funding of \$1 million. The program's focus is on improvement of up to 50 homes including both owner occupied and rental housing in the neighborhood west of downtown Mason

City. The project also includes infrastructure projects such as improved street lighting. The NIACOG Housing Trust Fund will assist with 9 home repair projects over a span of 3 years and helped to secure the grant. Nelson is encouraging others in the region to consider the NIACOG Housing Trust Fund for matching funds for leverage in state/federal grant applications that involve home repair projects.

5. New Business

- a. Out of State Travel – Nelson proposed that Chris Diggins, as NIACOG’s transportation planner, be allowed to attend NADO’s National Regional Transportation Conference. She stated that the conference will be held in September in Oklahoma and requires board approval for out-of-state travel. She stated that expenses would include hotel, transportation (likely mileage), and meals, etc. She also indicated that Diggins has regularly attended this conference in the past. Wherry made a motion to approve out-of-state-travel for Chris Diggins to attend the National Regional Transportation Conference. Vikturek seconded the motion, and it passed unanimously.
- b. New Hires – Nelson said that, in the past month, she has been working with other staff to hire: a transit operations manager, transit drivers, dispatcher, planner, and bus washer. She stated that Zach Harris had been selected as a transit operations manager with a salary of \$55,000 and is working out very nicely. She requested board approval of the salary. Vikturek made a motion to approve a salary of \$55,000 for Zach Harris as transit operations manager. Johansen seconded the motion, and it passed unanimously. Nelson also noted that a candidate has accepted the open dispatcher position at the base rate of \$16 per hour set by the board previously. She also reported that an offer had been extended for the open planner position, but she is waiting for a response from the candidate. Difficulties with hiring drivers and a bus washer were also discussed.

6. Old Business:

- a. NIACOG 50th Anniversary Celebration – Nelson reported that Debi Durham is unable to attend the celebration, but no response had been received from the governor’s office yet. She said that S & S Locker was selected as the caterer with an approximate price of \$1,500.
- b. Budget for FY 2024 – Nelson asked that this item be postponed until the next meeting, and the board concurred.

7. Other Items from the Board: Workers compensation insurance was discussed with the board.

8. Next Meeting: Stone noted that the next meeting will be held on Monday, May 8, 2023 at 5:15 p.m. at Bennigan’s.

9. Adjournment: Wherry made a motion to adjourn the meeting at 1:25 p.m. Johansen seconded the motion, and it carried unanimously.

Respectfully submitted,

Myrtle Nelson, AICP
Recording Secretary