

NIACOG EXECUTIVE COMMITTEE - MINUTES
Bennigan's, 2023 7th Ave. N, Clear Lake, Iowa
May 8, 2023 at 5:15 p.m.

Members in Attendance: Sis Greiman, A.J. Stone, David Vikturek, Jim Wherry, Mark Johansen, Executive Director Myrtle Nelson and Jessy Willadsen

Members Absent: none

1. Call to Order: Greiman called the meeting to order at 5:26 p.m.
2. Approval of Agenda and Minutes of Previous Meeting: The members reviewed the current agenda and the minutes for the previous Executive Committee meeting. Stone made a motion to approve the agenda and minutes as printed. Wherry seconded the motion, and it carried unanimously.
3. Financial Report for March 2023: Nelson reviewed the 'Statement of Net Assets', the 'Statement of Revenue and Expenses', and the 'Monthly Disbursement Detail' (listing of checks) for March 2023. She noted that no capital expenditures exceeded \$5,000. Vikturek made a motion to approve the financial report. Stone seconded the motion, and it carried unanimously.
4. Communications and Reports
 - a. None
5. New Business
 - a. None
6. Old Business:
 - a. NIACOG FY 2024 Budget: Nelson reviewed the proposed budget in some detail. Highlights included the expiration of COVID-related funding for transit operations (\$600,000 in current year FY 2023), significant increases in insurance costs, and increasing labor costs to compete for / retain employees. Overall, the budget proposed using \$540,000 from savings to cover capital expenses of \$375,000 (\$250,000 transit software, \$100,000 Forest City transit building, \$25,000 building insulation) and \$165,354 for operating expenses. The shortfall for the transit program in the proposed budget was about \$414,000, but other revenue streams minimized the loss. The amount of the Cost of Living Adjustment (COLA) for NIACOG has historically been set by averaging the COLA for the counties in the NIACOG region. Based upon that methodology, in February, the Executive Committee approved a COLA for NIACOG staff at 7% for use in assembling the budget. However, in drafting the budget, it was found that expenses exceeded revenues, so Nelson included a COLA of 1% for transit hourly staff & 2% for other staff. Nelson asked for board input regarding the COLA especially in light of the worker shortage and potential ramifications with staff. She also noted that a couple of routes were cancelled indefinitely due to a shortage of drivers, which is partially related to wage levels.

Nelson and the board discussed multiple means of reducing expenses and adding revenue. Then, the Executive Committee's consensus was to have Nelson revise the budget with a 5% COLA and email it out to the members for review at the next Executive Committee meeting.

- b. 50th Anniversary Celebration: Nelson noted that a pork loin buffet has been ordered for the meal and that mugs have been ordered as souvenirs.
 - c. New Hires – John Robbins (Senior Planner): Nelson informed the board that John Robbins had been selected as the candidate for the open planner position. He has a master degree and 9 years of planning experience. Wherry made a motion to approve the hiring of John Robbins at a salary of \$60,000. Johansen seconded the motion, and it carried unanimously.
7. Other Items from the Board: No other items were raised by the board.
8. Next Meeting: Greiman noted that the next meeting is scheduled for Wednesday, June 21, 2023 at noon at the NIACOG office.
9. Adjournment: Greiman adjourned the meeting at 6:33 p.m.

Respectfully submitted,

Myrtle Nelson, AICP
Recording Secretary