

MAHASKA COUNTY EMERGENCY MANAGEMENT AGENCY

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Mahaska County EMA Commission Meeting Minutes

The Mahaska County EMA Commission met on Wednesday, January 10th, 2024, at the Mahaska County ISU Extension Office in Oskaloosa.

The meeting was called to order by Chair Van Renterghem at 6:00 P.M.

Members Attending:

Keri Lamberson, Nick Batterson, Barbara Davis (phone), Sherri Baxter (phone), Marcia Slycord, Mark DeJong, Russ Van Renterghem, Mark Groenendyk, & Joe Caligiuri

Non-Members: Patti Sines, Cheryl Eklofe, Josh Stevens, Ben Johnston, Amal Altahir, Dave Krutzfeldt

1. **Approve the current agenda**
 - **EMA Commission - Motion by Groenendyk to approve the agenda, seconded by Slycord, all in favor, motion carried.**
2. **Approve joint meeting minutes from November 28th, 2023**
 - **Motion by Caligiuri to approve the minutes, seconded by Batterson, motion carried 7-2 with De Jong and Groenendyk voting no.**
3. **Public Comment** – No comments from the public
4. **2022-2023 Funds past due from the City of Oskaloosa**
 - Information was presented regarding the funding owed to the Commission by the City of Oskaloosa. A discussion regarding fund balances took place. The fund transfer that was approved at the November 28th, 2023 meeting cannot be located. The outside auditing firm that the County uses will be asked to locate that transfer and verify if it took place when they come back onsite. The City of Oskaloosa was asked about the funding that was owed. Eltahir stated that the city did levy for the funding and currently has it. It will take Council action to pay off the amount owed because it was an agreement, not a contract. The topic of having an audit conducted to provide clarification was brought up. Members agreed that this item needs to be on the next agenda and any information discovered before the next meeting should be shared with the group.
5. **2024 – 2025 Budget**
 - A proposed budget breakdown was provided to the group. Josh provided information about the items contained within the budget. The topic of comp time and vacation for the previous director was discussed. The group asked that an additional item be added for an

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audit. The facility item was reduced to \$4,000 and an audit line was added with \$10,000. **A motion was made by Lamberson to approve the budget as amended, seconded by Caligiuri, all in favor, motion carried with Batterson and Slycord abstaining.**

6. Set the date for EMA Budget Public Hearing

- The group discussed options and decided on February 1st at 6:00 P.M. **A motion to set the date for the public hearing for February 1st, 2024 at 6:00 P.M. was made by Mark Groenendyk, seconded by Mark De Jong, all in favor, motion carried.**

7. EMA & City of Oskaloosa Warning Siren License Agreement

- The agreement for the outdoor warning siren located at Edmundson Park in Oskaloosa was presented. The City of Oskaloosa and the EMA attorney have both agreed on the document. Josh gave an explanation, and a discussion was held. The year on the agreement needs to be updated to 2024. **A motion was made by Batterson to approve the agreement, seconded by De Jong, all in favor, motion carried.**

8. Consider getting bids to perform an audit

- Having an outside auditing firm perform an audit on the EMA and 911 funds was discussed. The group asked Josh to contact several firms and attempt to get three bids. Several members offered firms that they had used in the past. The intent is to have a firm perform an audit after July 1st, 2024. Josh will begin contacting firms and report back to the Commission. **A motion was made by Lamberson, to reach out to three identified firms regarding having an audit conducted near the beginning of the 2025 fiscal year, seconded by Caligiuri, all in favor, motion carried.**

9. Claims Review

10. Public Comments

- De Jong mentioned the storm siren project for Leighton and Keomah Village. Handbook versions and revision dates were also discussed. De Jong would like to see the Tahoe sold.

11. Next Meeting - Public Hearing on February 1st, 2024 at 6:00 P.M. The location will be sent out soon.

12. Adjourn

- **Caligiuri motioned to adjourn, Groenendyk seconded the motion, all in favor, motion carried.**