

## Minutes

Iowa League of Cities Executive Board

Thursday, April 27, 2017

Iowa League of Cities – Des Moines

Present: Jim Erb, President  
Matt Walsh, Immediate Past President  
Reynold Peterson, Past President  
John Lundell, President-elect  
Patty Anderson, Director  
Kay Cmelik, Director  
John Drury, Director  
Kris Gulick, Past President  
Jessica Kinser, Director  
Suellen Kolbet, Director  
Tom Lazio, Director  
Scott Naumann, Director  
Scott Peterson, Director  
Kim Sacker, Director  
Scott Sanders, Director  
Bob Scott, Director  
Hans Trousil, Director  
Linda Gaul, Director

Absent: Frank Darrah, Director

Also Present: Alan Kemp, Executive Director  
Shannon Busby, Office Manager  
Bethany Crile, Communications Coordinator  
Heather Roberts, Director of Information Services  
Mickey Shields, Assistant Director of Membership Services  
Mark Tomb, Director of Membership Services  
Dana Monosmith, Controller  
Lindsey McCune, Government Affairs Manager  
Jeff Schott, Institute of Public Affairs at the University of Iowa  
David Peters, Associate Professor of Sociology and Extension Rural Sociologist at Iowa State University

### 1. Call to Order

President Erb will call the meeting to order at 11:08 a.m.

### 2. Executive Director Performance Evaluation

The Executive Board met in closed session for the annual performance evaluation of the executive director. In open session it was moved by Director Kolbet and seconded by Director Trousil to give the executive director a four percent salary increase. Motion approved.

### 3. Consent Agenda

It was moved by Director Trousil and seconded by Director Lazio to approve the consent agenda which included the minutes of the February 8, 2017 meeting of the Executive Board, Associate applications, and the membership and investment reports. Motion approved.

- 4. Financial Report**

After the controller reviewed the financial report it was moved by Director Anderson and seconded by Director Naumann to approve the report. Motion approved.
- 5. Approval of Contract for Auditing Services**

The controller reviewed the proposal process and presented the staff and audit committee's recommendation. It was moved by Director Trousil and seconded by Director Lazio to approve the committee's recommendation to enter into a contract for audit services with RSM US LLP. Motion approved.
- 6. Proposed Budget for Fiscal Year 2017/18**

The executive director and controller reviewed the proposed operating budget for Fiscal Year 2017/18. It was moved by Director Lazio and seconded by Director Sacker to approve the budget as proposed, including approval of a 6 percent dues increase and directing a future review of the Long-Term Financial Stability Plan. Motion approved.
- 7. Approval of Membership Dues for Fiscal Year 2017/18**

The executive director reviewed the membership dues proposals to be included in the budget for FY 2017/18, and a motion and approval of a 6 percent dues increase was included in the approval of the FY 2017/18 budget.
- 8. Legislative Update**

The government affairs manager provided an update on the 2017 legislative session and encouraged members to review the *News Laws Special Report*, available in June, for additional information.
- 9. League Committee Reports**
  - A. League Constitution and Bylaws Committee**

The executive director reviewed the status of the committee's examination of the League's governing documents and, at the request of the committee, led discussion to gather feedback on specific issues.
  - B. League Services Committee**

The assistant director of membership services discussed the status of this new committee's upcoming meetings.
  - C. Education Committee**

The director of membership services outlined the committee's March 6 meeting.
- 10. Issues and Trends Among Iowa Cities**

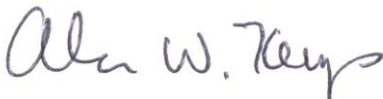
Jeff Schott provided an overview of the issues and concerns facing cities in Iowa based on his strategic goal setting services. He also discussed his upcoming retirement and the future of the Institute of Public Affairs.
- 11. Rural Iowa at a Glance**

David Peters reviewed the current demographic, economic and social trends in rural Iowa.

- 12. Expansion of Phone System Contracts for IMWCA Archive License**  
The executive director and director of information services presented an expansion of the phone system contracts to enable automated management of call recordings for the IMWCA claims operations. It was moved by moved by Director Kinser and moved by Director Anderson to enter into the contract, the expenses for which will be passed through to IMWCA. Motion approved.
- 13. Small City Workshop Series**  
The assistant director of membership services described this long-standing League training series that is geared toward smaller population members.
- 14. Awards and Nominating Committee**  
The executive director provided a brief overview of the Awards Committee and Nominating Committee process for identifying and selecting award recipients and candidates for the Executive Board. The board encouraged the committee the limit the number of Rhonda Wood Smith Award recipients to one person and Hall of Fame inductees to no more than two individuals.
- 15. Appointment of Representative to the Criminal Justice Information System (CJIS) Advisory Committee**  
President Erb sought approval of the appointment Steven A. Johns to serve as the Iowa League of Cities representative to the CJIS Advisory Committee. It was moved by Director Trousil and seconded by Director Cmelik to approve the appointment. Motion approved.
- 16. Other Business and Next Meeting**  
The Executive Board considered other business, including an update on the marketing services of the Iowa Public Agency Investment Trust, an Endorsed Program of the League, and an overview of an upcoming League information/marketing video.  
In addition the next meeting of the Executive Board is scheduled for Thursday, June 15 at the Iowa League of Cities office in Des Moines and will include a joint lunch and meeting with the Iowa State Association of Counties.

**17. Adjourn**

Respectfully submitted,



Alan W. Kemp  
Executive Director