

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE**

**THURSDAY, FEBRUARY 15, 2024  
11:30 A.M.**

**INRCOG Office  
229 E. Park Avenue  
3<sup>rd</sup> Floor Board Room  
Waterloo, Iowa**

**AGENDA**

- 1) Approval of Agenda
- 2) Approval of January 18, 2024, Executive Committee Minutes
- 3) Financials:
  - a) INRCOG
  - b) RTC
- 4) Executive Director's Report:
  - a) Staff Evaluations
  - b) Human Resources
  - c) Grants/Contracts
  - d) 229 E. Park
- 5) INRCOG Board and Officer Service Recognition Update
- 6) EPI Garage Acquisition Project
- 7) Other Business
- 8) Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)**

**229 E. Park Ave.  
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes  
Thursday, February 15, 2024**

Members present were Duane Hildebrandt, Mark Schildroth, Dan Laudick, Lisa Smock, Clayton Ohrt, and Matt Kuhn.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions or changes to the agenda. There were none offered. It was moved by Ohrt, seconded by Smock, to approve the agenda as presented. The motion carried unanimously.

The minutes of the January 18<sup>th</sup>, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Schildroth, seconded by Laudick, to approve the minutes as presented. The motion carried unanimously.

The Preliminary January Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements, and provided spreadsheet overviews, for both entities. Ohrt inquired about the Program Supplies expense, specifically, why current Program Supply expenditures were exceeding the budget figure. Schoon will look in to the question and respond to the Committee thereafter. It was moved by Ohrt, seconded by Laudick, to approve the January INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, a proposed staff evaluation was presented and discussed for Rose Phillips. It was moved by Schildroth, seconded by Smock, to approve the evaluation as presented. The motion carried unanimously.

Schoon provided an update to the members regarding the passing of an INRCOG staff member on February 11<sup>th</sup>. Specifically, he provided an update, as well as information about the upcoming visitation and funeral.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since the December meetings, noting the Cedar Falls CAT application and submission of three Electrical Grid Resiliency grant applications for Denver, New Hampton, and Sumner.

Regarding the INRCOG building, 229 East Park Avenue, Schoon there was no update.

Schoon provided an overview of a proposed Board service recognition program. The proposed program would recognize an exiting Executive Committee member, that has served 10 years or more. A personal item would be provided to the exiting board member and their name would also be memorialized on a plaque displayed in the office. Staff will look at implementing the program in arrears for prior members.

Schoon updated the committee regarding the possible purchase of the EPI garage, focusing on the purchase cost as well as the operating and maintenance costs associated with ownership. A working cost proforma was provided to the members in order to guide discussion. After consideration of a number of factors, most notably, the projected minimal income sources and possibilities, the Committee opted to not act on the proposed property purchase and stated that the staff could end their research work on this particular project.

Under other business, Schoon indicated that INRCOG and RTC/OB were once again attempting to procure auditing

services, beginning with Fiscal Year 2024. He also informed those present that staff were working on a computer replacement procurement, with summaries being provided to the Committee for future consideration. Finally, Schoon informed the Committee that we had been notified of the closure or possible sale of the Conrad Grocery Store, which borrowed RLF funds from INRCOG under the initial RLF Program, referred to as the Legacy RLF Fund. The original loan was in the amount of \$86,000 and the remaining unpaid balance is currently \$40,142.45. Schoon will update the Committee as this matter progresses.

With there being no further business on the agenda, it was moved by Kuhn, seconded by Laudick, to adjourn the meeting at 12:20 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on March 21<sup>st</sup>, 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary