

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

**THURSDAY, JANUARY 16, 2025
11:30 A.M.**

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

AGENDA

- 1) Approval of Agenda
- 2) Approval of December 19, 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 Investment Policy Review and Approval
- 6) INRCOG Depository Resolution
- 7) Authorization for Executive Director to Sign Contracts
- 8) Other Business
- 9) 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, January 16th, 2025**

The members present were Duane Hildebrandt, Linda Laylin, Steve Geerts, Greg Barnett, and Lisa Smock.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:35 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additional changes to the agenda, apart from those that were posted on the amended agenda. There were none offered. It was moved by Laylin, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of December 19th, 2024, were emailed to all members prior to this meeting. It was moved by Smock, seconded by Barnett, to approve the minutes as presented. The motion carried unanimously.

The December 2024 Financial Reports, for both INRCOG and RTC/On Board were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities. The Committee discussed RTC/OB expenses causing budget overruns, specifically those associated with vehicle maintenance and the new scheduling/dispatching software. It was moved by Barnett, seconded by Laylin, to approve the December 2024 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, a staff evaluation recommendation for Linda Sires was presented for consideration. It was moved by Smock, seconded by Laylin, to approve the performance evaluation recommendation as presented. The motion carried unanimously.

Regarding Human Resources, Schoon updated members about the hiring processes for the community and transportation planners, noting Vincent Ruggiere began work today as an INRCOG Community Planner I. INRCOG staff also indicated that Oghogho Oriakhi had accepted INRCOG's offer of a Transportation I Planner position and will begin on February 3rd.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted that there were no changes to either the Contract or Grant elements of the report since the December report.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the committee about the cost of installing the required boiler shutoff valve (approximately \$750), which was identified as part of a mandatory building safety inspection. He also provided preliminary information about another water leak that had occurred during the weekend on January 11th. Schoon will update the committee at the February meeting regarding the cause and repair associated with this second water leak.

Schoon presented an updated INRCOG Investment Policy for review and consideration, noting the minor changes that were suggested by staff. It was moved by Barnett, seconded by Geerts, to approve the updated Investment Policy as presented. The motion carried unanimously.

Hildebrandt introduced the 2025 INRCOG Depository Resolution for consideration. It was moved by Barnett, seconded by Smock, to approve the 2025 Depository Resolution as presented. The motion carried unanimously.

Hildebrandt introduced the 2025 Signature Authorization Resolution for consideration. It was moved by Geerts, seconded by Barnett, to approve the 2025 Signature Authorization Resolution as presented. The motion carried unanimously.

Schoon led discussion about a possible transfer ownership of RTC/OB Vehicles 1701 and 1702 to INRCOG, as opposed to disposing of them. Currently, the underutilized vehicles are already titled in INRCOG's name and rather than selling them for what is anticipated as a lower-than-market-value price, Schoon recommended INRCOG purchase them from RTC/OB and complete the necessary reports, licensing and purchase paperwork. Said vehicles would then be used by staff for travel, as opposed to staff using their own vehicles or renting vehicles through our commercial vendor. It was moved by Barnett, seconded by Geerts, to transfer the use of these two vehicles to INRCOG. The motion carried unanimously.

Schoon presented two draft Americans with Disabilities Act (ADA) compliance policies to the committee for consideration, one addressing General ADA Procedures and the second for considering reasonable modifications to said ADA procedures policy. It was moved by Smock, seconded by Laylin, to approve the General ADA Procedures and ADA Reasonable Modifications Procedure and Policies as presented. The motion carried unanimously.

The committee informally discussed the beginning of the Iowa Legislative Session, which began on January 13th, most notably the possibility for changes to the property tax structure and the potential impact on local governments.

There being no further business, it was moved by Geerts, seconded by Barnett, to adjourn the meeting at 12:10 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on February 20th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary