

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
229 E. PARK AVE.
WATERLOO, IOWA

BOARD MEETING

THURSDAY, JUNE 20, 2024
12:00 Noon

AGENDA

1. Call to Order; Welcome; and Introductions
2. Approval of Agenda
3. Approval of March 21, 2024, Minutes
4. Financial Reports:
 - a. INRCOG
 - b. RTC
5. Director's Report:
 - a. Grants/Contracts
 - b. Human Resources
 - c. 229 E. Park Avenue
 - d. Legislative Update
6. FY 2025 Preliminary Budgets:
 - a. INRCOG
 - b. RTC/OnBoard Public Transit
7. Executive Committee Report
 - a. FY 2024 Auditing Services: Clifton Larson Allen LLP
 - b. FY 2025 Pay Plan, Guide Chart, Salary Ranges, and Performance Evaluations
 - c. FY 2025 Insurance Renewals
 - d. Equipment Procurement Update: Computers, Copier, Security Enhancements, RTC/OnBoard Public Transit Scheduling and Dispatch Software
8. Other Business
9. Adjourn

Note: Please notify INRCOG at (319) 235-0311 or inrcog@inrcog.org by Tuesday, June 18th, if you plan to participate in this meeting so that appropriate luncheon arrangements can be made.

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.

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MINUTES
Council Meeting
Thursday, June 20, 2024

The regular meeting of the Iowa Northland Regional Council of Governments was called to order at 12:20 p.m. by Dewey Hildebrandt, Chair.

Council members present were: Dewey Hildebrandt, Bremer County Board of Supervisors; Linda Laylin, Black Hawk County Board of Supervisors; Mark Schildroth, Grundy County Board of Supervisors; Lisa Smock, Mayor of Elk Run Heights; Gail Bunz, Mayor of Hudson; and Brad Bleichner, Mayor of Independence.

Also present were: Brian Schoon, Nick Fratzke, Dan Schlichtmann, Kyle Durant, Linda Sires, Isaiah Corbin, Brenda Ponto, Cindy Knox, Rose Phillips, Aldina Dautović, Sydney Eiselt, and Sheri Alldredge, INRCOG.

Hildebrandt announced that because a quorum of Board members was not present, no action on agenda items would be taken. The meeting would be informational only.

Brian Schoon presented the May 2024 INRCOG Financial Statement noting that the Combined Statement of Revenues and Expenses shows a net loss of \$50,569.52 for the year-to-date. The Transportation programs, including Safe Routes to School and the EDA program, are only billed on a quarterly basis and if included with May billings a total of \$98,038.01 could be billed resulting in a net income of \$47,468 for the year-to-date. Schoon also presented the May 2024 RTC Financial Statement which shows a year-to-date net income of \$171,072.49. The net income figure includes the one-time receipt of ARPA funds.

Schoon presented the Director's Report beginning with an update of grant and contract activity. More than \$9 million in grant applications had been submitted by INRCOG staff in FY 2024. Since the last Board meeting, a State Recreational Trail Program grant application has been submitted to the Iowa DOT on behalf of Grundy County. Schoon also noted that contract activity for the fiscal year-to-date totals over \$500,000.

In Human Resources activity, Schoon announced the hiring of Sydney Eiselt, Environmental Resource Specialist. She will serve as the Iowa Waste Exchange Area 3 Representative and will cover 28 counties including those in the INRCOG region. Schoon also announced that Rose Phillips, Housing Planner, would be resigning her position in mid-July.

Activity related to the INRCOG building include recent exterior window cleaning and continued work on a security camera project that was approved by the Executive Committee in May.

In a federal legislative update, Schoon noted that the EDA is up for re-authorization after having operated under continuing resolution for the last 20 years. It is hoped that this will move forward and gives the ability to discuss the cost of providing services when funding has not changed while under the continuing resolution. Schoon also noted in a state legislative update, that COG assistance increased to

\$350,000 for all Councils of Government in the state, or approximately \$20,000 for each COG. Schoon also discussed the Cedar Valley Coalition's recent trip to Washington, D.C., which allowed for discussion and to showcase INRCOG-managed programs with legislators and their staff.

Schoon then presented the INRCOG and RTC FY 2025 preliminary budgets noting that they had both been approved by the Executive Committee at their meeting just prior to the Board meeting. The Executive Committee will see the final budgets when the final figures are known.

The Executive Committee Report informed the Board of an agreement with CliftonLarsonAllen LLP to conduct the FY 2024 audit; approval of the FY 2025 Pay Plan; a significant increase in insurance costs for FY 2025; the acquisition of new laptop computers, monitors, and keyboards for staff members; and the purchase of a new copier that will be installed July 1st. The Executive Committee approved staff moving forward with contract negotiations with TripMaster for scheduling/dispatching software for RTC.

There being no further business, the meeting adjourned.

Respectfully submitted,

Brian Schoon
Acting Secretary