

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE

THURSDAY, FEBRUARY 18, 2021

12:00 NOON

INRCOG Office  
229 E. Park Avenue  
Waterloo, Iowa

AGENDA

- 1) Approval of Agenda
- 2) Approval of the January 21, 2021 Executive Committee Minutes;
- 3) Review and consider approval of the amended minutes for the July 16, 2020; August 20, 2020; October 15, 2020; and November 19, 2020 Executive Committee meetings;
- 4) Financials;
  - a) INRCOG
  - b) RTC
- 5) Executive Director's Report;
  - a) Staff Evaluations
  - b) Human Resources
  - c) Grants/Contracts
  - d) 229 E. Park Avenue
- 6) Revolving Loan Fund CARES application from Valor Victoria LTD;
- 7) Revolving Loan Fund CARES application from Leverage Printing;
- 8) Update to INRTC's (OnBoard Public Transit) Procurement Policy;
- 9) Update to INRCOG's Procurement Policy;
- 10) INRTC (OnBoard Public Transit) radio proposals;
- 11) Other Business.
- 12) Adjourn.

This will be an **online meeting**. Live audio and presentation materials will be available using the following link:

<https://global.gotomeeting.com/join/600733525> OR dialing +1 (669) 224-3412 **Access Code:** 600-733-525

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

229 E. Park Ave.  
Waterloo, Iowa 50703  
Executive Committee Meeting Minutes  
Thursday, February 18, 2021

Members Present: Duane Hildebrandt, Linda Laylin, Quentin Hart, Mark Schildroth, Larry Young, Matt Kuhn, and Kevin Blanshan. Due to the ongoing COVID-19 Pandemic, this meeting was held via videoconference. The meeting was called to order at 12:00 noon by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions to the agenda. It was moved by Kuhn, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the January 21, 2021 Executive Committee meeting were reviewed. It was moved by Schildroth, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

Amended minutes for the July 16, 2020; August 20, 2020; October 15, 2020; and November 19, 2020 meetings were then presented. The amended minutes reflect the meetings being held via videoconference due to the on-going Pandemic. It was moved by Laylin, seconded by Young, to approve the amended minutes as presented. The motion carried unanimously.

The December INRCOG and RTC financials were then presented. It was moved by Schildroth, seconded by Laylin, to approve the financials as presented. The motion carried unanimously.

Blanshan then presented the performance evaluations for Rose Phillips, Housing Planner II. It was moved by Young, seconded by Kuhn, to approve the evaluation as presented. The motion carried unanimously.

Blanshan shared that the RLF CARES application from Valor Victoria LTD, was not approved by INREDC’s RLF Review Committee. No action was taken on this item by the Executive Committee.

The application for a loan in the amount of \$85,000 to Leverage Printing through the EDA CARES RLF was then discussed. The loan is being recommended for approval by INREDC’s RLF Review Committee. It was moved by Laylin, seconded by Hart, to approve the loan to Leverage Printing as presented. The motion carried unanimously.

An update to INRTC’s (OnBoard Public Transit) Procurement Policy was then presented. Blanshan explained that the updates were recommended as part of INRTC’s recent triennial review. It was moved by Hart, seconded by Schildroth, to approve the updated Procurement Policy as presented. The motion carried unanimously.

An update to INRCOG’s Procurement Policy was then discussed. This policy is being updated to be consistent with the INRTC’s Policy. It was moved by Schildroth, seconded by Young, to approve the updated INRCOG Procurement Policy as presented. The motion carried unanimously.

Proposals for a communication system for OnBoard Public Transit were then presented. The current system is inadequate and provides coverage to only 60 percent of the service area. We are requesting 15 Two-Way Radios with GPS capability. Proposals were received from the following:

<u>Vendor</u>	<u>Purchase Price</u>	<u>Monthly Charge</u>	<u>Contract/Warranty</u>
RACOM	\$31,147.50	\$0	2
Electronic Engineering	\$0	\$557	2
BEARCOM	\$0	\$557	2
Rcomm Wireless	\$0	\$557	2
Radio Communications	NA	NA	NA

Blanshan recommended the proposal received from Electronic Engineering in Waterloo. It was moved by Hart, seconded by Kuhn, to approve the proposal submitted by Electronic Engineering. The motion carried unanimously.

The next meeting of the Executive Committee will be March 18, 2021. With no further business, the meeting was adjourned.

Respectfully Submitted,

Kevin Blanshan, Acting Secretary