

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

THURSDAY, JANUARY 21, 2021

12:00 NOON

INRCOG Office
229 E. Park Avenue
Waterloo, Iowa

AGENDA

- 1) Approval of Agenda
- 2) Approval of the December 17, 2020 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 Avenue
- 5) Reaffirm Authorization for Executive Director to sign contracts;
- 6) Depository Resolution;
- 7) Amendment to the Depository Resolution;
- 8) OnBoard Public Transit vehicle signing proposals;
- 9) Revolving Loan Fund CARES application from Valor Victoria LTD;
- 10) Other Business;
- 11) Adjourn.

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

<https://global.gotomeeting.com/join/228674669> OR dialing [+1\(646\)749-3122](tel:+16467493122) **Access Code:** 228-674-669

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, January 21, 2021

Members Present: Duane Hildebrandt, Linda Laylin, Bonita Davis, Gary Gissel, Rob Green, 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 Gissel, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the December 17, 2020 Executive Committee meeting were reviewed. Blanshan noted a change to the minutes adding language relating to holding the meeting via videoconference due to the on-going Pandemic. It was moved by Davis, seconded by Gissel, to approve the minutes with the amended language. The motion carried unanimously.

The November INRCOG and RTC financials were then presented. It was moved by Davis, seconded by Hart, to approve the financials as presented. The motion carried unanimously.

Blanshan then presented performance evaluations for Codie Leseman, Transportation Planner II, and Linda Sires, Assistant Transit Operations Manager. It was moved by Schildroth, seconded by Young, to approve the evaluations as presented. The motion carried unanimously.

Under Human Resources, Blanshan informed the Committee that they have advertised the Transportation Director position, with a goal of hiring someone within the next two to three months.

A resolution reaffirming authorization of the Executive Directors to sign contracts, etc., for INRCOG and those entities operating under and/or through it, was presented. It was moved by Gissel, seconded by Young to approve the resolution as presented. The motion carried unanimously.

Blanshan then presented a new banking resolution with designated signatories for approval. It was moved by Davis, seconded by Laylin to approve the resolution as presented. The motion carried unanimously.

An amendment to the Depository Resolution was then presented. Due to the on-going Pandemic, this resolution temporarily waves the requirement of two signatures on checks over \$100, until March 18, 2021. It was moved by Laylin, seconded by Schildroth to approve the resolution as presented. The motion carried unanimously.

Proposals for re-signing the OnBoard Public Transit vehicles were then presented. The following proposals were submitted:

Signs by Tomorrow	\$24,838.50
Nagle Signs	\$28,321.44
Convey Sign-Option A (better quality vinyl)	\$33,202.32
Convey Sign-Option B (cheaper vinyl)	\$28,916.43

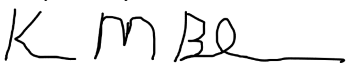
Blanshan noted that all proposals met the intent of the RFP and recommended the work be awarded to Signs by Tomorrow in the amount of \$24,838.50. It was moved by Green, seconded by Hart to award the work to Signs by Tomorrow. The motion carried unanimously.

Under other business, Blanshan noted that they continue to monitor the numbers relating to COVID-19. He also indicated that they will soon be surveying staff relating to the vaccine and will provided the results of that survey to local health officials.

The next meeting of the Executive Committee will be on February 18, 2021.

With no further business, it was moved by Gissel, seconded by Hart to adjourn the meeting. The motions carried unanimously.

Respectfully Submitted,



Kevin Blanshan, Acting Secretary