

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE

THURSDAY, MARCH 18, 2021

11:30 A.M.

INRCOG Office  
229 E. Park Avenue  
Waterloo, Iowa

**AGENDA**

- 1) Approval of Agenda
- 2) Approval of the February 18, 2021 Executive Committee Minutes;
- 3) Financials;
  - a) INRCOG
  - b) RTC
- 4) Executive Director's Report;
  - a) Agency Reorganization
  - b) Staff Promotion
  - c) Grants/Contracts
  - d) 229 E. Park Avenue
- 5) Revolving Loan Fund CARES application from All in Grocers;
- 6) Other Business.
- 7) Adjourn.

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

<https://global.gotomeeting.com/join/938687965> or dialing [+1 \(872\) 240-3311](tel:+18722403311) **Access Code:** 938-687-965

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, March 18, 2021**

Members Present: Duane Hildebrandt, Linda Laylin, Mark Schildroth, Matt Kuhn, Bonita Davis, Rob Green, and Kevin Blanshan. Due to the ongoing COVID-19 Pandemic, this meeting was held via videoconference. The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

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

The minutes of the February 18, 2021 Executive Committee meeting were reviewed. It was moved by Schildroth, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

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

Blanshan then discussed a planned reorganization of the Transportation Department. With the resignation of Ben Kvigne, it creates an opportunity to place oversight of OnBoard Public Transit under the Transportation Director, who they will soon be interviewing for. In addition to OnBoard Public Transit oversight, the Transportation Director will have oversight responsibilities of the MPO, RTA, and the SRTS program. With that structure, Onboard Public Transit will consist of the Transportation Director, Operations Manager, Operations Manager Assistant, and the Drivers. They have update job descriptions for these positions. Hildebrandt asked if this Committee needed to approve those job descriptions. Blanshan noted that this had not been done in the past, however, he will send those job descriptions and reorganization chart to the Executive Committee members for review and comment. Also, Blanshan indicated that they may have an opportunity to develop and Environmental Department, however, more pieces of that process need to be determined. He will provide updates at the April meeting.

Blanshan then discussed the promotion of Linda Sires to the Operations Manager position. Linda currently serves as the Operations Manager Assistant. If approved, they will then advertise for the Operations Manager Assistant position. It was moved by Schildroth and seconded by Laylin to approve the Promotion of Linda Sires to OnBoard Public Transit's Operations Manager. The motion carried unanimously.

The application for a loan in the amount of \$125,000 to All in Grocers 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 Davis, to approve the loan to All in Grocers as presented. The motion carried unanimously.

The next meeting of the Executive Committee will be April 15, 2021. With no further business, it was moved by Green, and seconded by Schildroth to adjourn the meeting. The motion carried unanimously.

Respectfully Submitted,

Kevin Blanshan, Acting Secretary