

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

**THURSDAY, MARCH 20, 2025  
11:30 A.M.**

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of February 20, 2025, Executive Committee Minutes
- 4) Financials:
  - a) INRCOG
  - b) RTC
- 5) Executive Director's Report:
  - a) Staff Evaluations
  - b) Human Resources
  - c) Grants/Contracts
  - d) 229 E. Park
- 6) Fiscal Year 2024 Audit-CLA
- 7) RTC/OB Health Insurance Renewal
- 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, March 20<sup>th</sup>, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, Greg Barnett, Lisa Smock, and Danny Laudick (virtually due to illness).

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additional changes to the agenda. There were none offered. It was moved by Schildroth, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of February 20<sup>th</sup>, 2025 were emailed to all members prior to this meeting. It was moved by Barnett, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The February 2025 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 Schildroth, to approve the February 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, no staff evaluations were presented for consideration.

Regarding Human Resources, Schoon informed those present that Kyle Durant, Transportation Planner II, had resigned effective March 26<sup>th</sup>, to take a position with the Iowa Department of Transportation. It was noted that Durant had done outstanding work and conducted his job in a professional manner during his entire 15-year tenure with INRCOG and that he will be missed.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes since the February report, specifically the awarding of the Community Development Block Grant (CDBG) for the Lawler water project.

Regarding the INRCOG building, 229 East Park Avenue, Schoon updated the Committee regarding the closeout of the water damage incident in the building.

Craig Popenhagen, our Auditor with Clifton Larson Allen LLP, presented the FY 2024 audit for the period of July 1, 2023 through June 30, 2024. He indicated that the document and their review of the agency's financial records was clean, with no reporting or accounting concerns or findings. However, the report did include two findings, one for presenting the housing trust fund financial information and the second for recommending ongoing financial requirements education and additional oversight for annual journal entries. Schoon and those present stated that they were expecting CLA to provide guidance to INRCOG regarding clearing both findings, as both were new and somewhat academic to the overall outcomes in the report. It was moved by Geerts, seconded by Laylin, to recommend the FY 2024 Audit, as presented, to the INRCOG Board for approval. The motion carried unanimously.

Schoon requested that action on the RTC/On Board Health Insurance Renewals not be taken up under this agenda until the April meeting.

Schoon updated those present on the ongoing F-9 Logistics audit and investigation. As a Revolving Loan Fund (RLF) CARES borrower, F-9 defaulted on their loan from INRCOG after making payments for approximately one year, declared bankruptcy, and stopped communicating with INRCOG.

There being no further business, it was moved by Laylin, seconded by Wieland, to adjourn the meeting at 11:50 a.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on April 17<sup>th</sup>, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary