

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

**THURSDAY, MAY 16, 2024  
11:30 A.M.**

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

**AGENDA**

1. Approval of Agenda
2. Approval of April 2024, 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
5. FY 2025 RTC/On Board Consolidated Grant:
  - a. Conduct a Public Hearing
  - b. Consider Action on the Application
6. Revolving Loan Fund: Application Consideration (Feast & Fire BBQ, LLC)
7. Update: Fair Labor Standards Act (FLSA) Potential Changes
8. June Meeting Preview:
  - a. FY 2025 Preliminary Budgets
  - b. FY 2025 Pay Plan and Evaluation Format
  - c. FY 2025 INRCOG Insurance Renewals
9. Other Business
10. 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, May 16<sup>th</sup>, 2024**

Members present were Duane Hildebrandt, Mark Schildroth, Linda Laylin, Lisa Smock, Clayton Ohrt, and Matt Kuhn.

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 additions or changes to the agenda. There were none offered. It was moved by Laylin, seconded by Schildroth, to approve the agenda as presented. The motion carried unanimously.

The minutes of the April 18<sup>th</sup>, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Ohrt, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

The April Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities' reports. It was moved by Kuhn, seconded by Schildroth, to approve the April INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, three staff evaluations were brought forward for consideration, Brenda Ponto, Cindy Knox, and Leon Begay. Recommendations for each evaluation were completed by staff for consideration by the committee. It was moved by Schildroth, seconded by Ohrt, to concur with the evaluation recommendations as presented. The motion carried unanimously. Schoon led discussion about a human resources issue, relative to a staff member that continues to underperform. Schoon will resolve this issue prior to the next meeting.

Schoon presented the updated FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since the April meeting, noting the denial of the Grid Resiliency grant applications for Denver, New Hampton, and Sumner. He also pointed out the addition of the HSEMD/FEMA property buyout grant for the City of La Porte City.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the committee that staff is in process, as a minor purchase, to acquire some simple security enhancements for the building, most notably the addition of cameras in the entryway and stairwell. Schoon will update the Committee moving forward.

Hildebrandt called for a motion to open a public hearing at 11:58 a.m. on the draft Fiscal Year 2025 RTC/OB Consolidated Grant Application. A motion was then made by Kuhn, seconded by Laylin to open the public hearing. The motion carried unanimously. Schoon offered a summary handout and a brief overview of the application process, as managed by IDOT. Specifically, he noted that RTC/OB was requesting \$356,513 in Federal Transit Administration (FTA) and \$295,641 in state operating funds, respectively. The Federal operating funds are to be matched with local funds or expenses. He also stated that the agency was requesting Federal capital funds to purchase four light-duty buses at a total cost of \$700,000, of which \$595,000 would be in federal funds and \$105,000 in local funding. Said Federal capital funds are to be matched with local funds to complete the bus purchases. Finally, he described the included request for RTA planning funds, which are also to be matched by local funds from INRCOG. A motion was then made by Laylin, seconded by Schildroth, at 12:00 p.m. to close the public hearing. The motion carried unanimously. A motion was made by Smock, seconded by Schildroth, to submit the proposed Fiscal Year 2025 RTC/OB Consolidated Grant to IDOT as described. The motion carried unanimously.

Schoon provided a handout outlining a CARES RLF Loan to Feast and Fire BBQ, LLC. He briefly highlighted the elements of the handout and application and consideration process, noting the company was requesting \$45,000, was intending to create one new job and retain five others. The other project funding sources were also identified. It was moved by Schildroth, seconded by Laylin, to approve the CARES RLF loan application for a seven-year term at 5% interest for the full amount requested. The motion carried unanimously.

Schoon led a lengthy discussion on the proposed changes to the Federal Labor Standards Act (FLSA). He provided a summary document from the Department of Labor. With the handout, he focused on employee classifications and the proposed wage levels shown. Said minimum wage levels for an exempt employee is set to increase on July 1<sup>st</sup> and January 1<sup>st</sup>, 2025. The increase represents a 65% change in the six-month window illustrated in the handout. Schoon will bring a recommendation with the Pay Plan in June, as well as an alternative plan that would only be implemented if necessary.

Schoon highlighted the June action items he is anticipating.

With there being no further business on the agenda, it was moved by Ohrt, seconded by Smock, to adjourn the meeting at 12:30 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on June 20<sup>th</sup>, 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary