

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

**THURSDAY, MAY 15, 2025
11:30 A.M.**

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of April 17, 2025, Executive Committee Minutes
- 4) Financials:
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
 - a) Staff Evaluations
 - b) Human Resources
 - c) Grants/Contracts
 - d) 229 E. Park
- 6) INRCOG Phone System
- 7) INRCOG Handbook Amendments
- 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, May 15th, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Steve Geerts, Lisa Smock, and Danny Laudick.

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 Geerts, seconded by Laudick, to approve the agenda as presented. The motion carried unanimously.

The minutes of April 17th, 2025 were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The April 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 Laudick, seconded by Smock, to approve the April 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluations for Brenda Ponto and Cindy Knox were presented for consideration. It was moved by Smock, seconded by Geerts, to approve the evaluations as presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG staff were interviewing persons for the vacant Transportation II position, with hopes of deciding which candidate to pursue. He will update the Committee at the next meeting.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes since the April report, specifically the approval of the Lawler CDBG Administration contract and awarding of the second round of Housing Assistance Funding projects from the Iowa Finance Authority.

Regarding the INRCOG building, 229 East Park Avenue, Schoon had no update to share.

Schoon presented telephone system proposals to the Committee highlighting the reason for the proposals was caused by a significant increase in the monthly cost of our current phone services. A brief discussion regarding details of the current and proposed services from each vendor occurred. A motion was made by Schildroth, seconded by Geerts, to select the Gordon Flesch 3-year proposal at a total cost of \$16,708.23. The motion carried unanimously.

Schoon presented draft amendments to the current INRCOG Employee Handbook, including procedural guidance, related to agency vehicle usage, maintenance, and reporting. It was moved by Smock, seconded by Laudick, to approve the proposed Handbook amendments as presented. The motion carried unanimously.

Under Other Business, Schoon updated the members on the status of the COG Assistance line item, which is included in the state's economic development budget, as well as the proposed elimination of the Economic

Development Administration, Community Development Block Grant Program, and HOME Investment Programs within the President's budget.

There being no further business, it was moved by Geerts, seconded by Weiland, to adjourn the meeting at 12:10 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on June 19th, 2025.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Brian Schoon", with a stylized flourish at the end.

Brian Schoon, Acting Secretary