

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

THURSDAY, NOVEMBER 16, 2023
12:00 P.M.

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

AMENDED
AGENDA

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of October 19, 2023, 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 2025 INRCOG Membership Dues
- 7) Title VI Plan and Complaint Procedure
- 8) Fiscal Year 2023 Audit: Change in Auditing Firm
- 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, November 16th, 2023**

Members present were Duane Hildebrandt, Quentin Hart, Mark Schildroth, Larry Young, and Matt Kuhn.

Also present was Brian Schoon.

The meeting was called to order at 12:05 p.m. by Duane Hildebrandt, Chair.

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

The minutes of the October 19th, 2023, Executive Committee meeting were emailed to all members prior to this meeting. It was moved by Kuhn, seconded by Hart, to approve the minutes as presented. The motion carried unanimously.

The October Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements, and provided spreadsheet overviews, for both entities. It was moved by Young, seconded by Hart, to approve the October INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, a proposed staff evaluation was presented and discussed for Dan Schlichtmann. It was moved by Kuhn, seconded by Schildroth, to approve the evaluation as presented. The motion carried unanimously.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since October. Schoon will review comparative information regarding grants and contracts at the next meeting.

Regarding the INRCOG building, 229 East Park Avenue, Schoon stated that staff continued to monitor sewer odors within the building. He will keep the committee updated in regard to this concern, as/if necessary.

Schoon provided a proposed dues schedule membership during Fiscal Year 2025 (July 1, 2024-June 30, 2025) for review. Specifically, the proposal was to increase dues by \$0.01, from \$0.53 to \$0.54 per capita for the next fiscal year. Those present discussed the impacts to the overall INRCOG budget and the details of what the increase may mean to local governments in terms of actual dues assessments. It was moved by Schildroth seconded by Hart, to approve the 2025 INRCOG Dues Schedule as proposed. The motion carried unanimously. The dues discussion continued regarding the smallest communities and the \$100 minimum dues assessment, which dates back for years. After considering the impact of raising dues for the seven small communities, it was moved by Kuhn, seconded by Hart, to increase the minimum \$100 dues to \$125 beginning in Fiscal Year 2026 (July 1, 2025-June 30, 2026), with notice being provided to the communities within their FY 2025 dues letter. The motion passed, 3-2, with Kuhn, Hart, and Hildebrandt voting in the affirmative and Schildroth and Young voting against.

Schoon reviewed the draft Title VI Plan that was emailed prior to the meeting along with all of its attachments, noting that this consideration was for a three-year cycle required by IDOT. Last year's plan approval related to amending the prior 3-year plan to reflect changes in INRCOG staffing and structure. It was moved by Young, seconded by Hart, to approve the INRCOG Title VI Plan and all its attachments and supplemental materials. The motion carried unanimously.

Schoon updated the Committee with regard to the Fiscal Year 2023 agency audit. Since the October meeting, the auditing firm INRCOG has under contract, PMW, terminated said agreement without notice. After contacting numerous potential auditors and failing to secure the required audit services from those contacted, Larry Pump agreed to perform the audit one final time at a price of \$18,500. It was moved by Young, seconded by Schildroth, to approve the replacement audit contract with Larry Pump, as requested. The motion carried unanimously.

Schoon informed those present that agency leadership had met with Congressional Delegation staff representatives on November 3rd to familiarize them with our agency, services, programs, and councils of government in Iowa.

With there being no further business on the agenda, it was moved by Young, seconded by Hart, to adjourn the meeting at 12:40 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on December 21st, 2023.

Respectfully Submitted,



Brian Schoon, Acting Secretary