

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

**THURSDAY, NOVEMBER 21, 2024
11:30 A.M.**

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

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of October 17, 2024, 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 Avenue
6. INRCOG Strategic Plan
7. RTC/OB Capital Improvements Plan
8. Fiscal Year 2026 INRCOG Membership Dues
9. 2025 INRCOG Health and Dental Insurance Policy Renewals
10. Other Business
11. 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 21st, 2024**

Members present were Duane Hildebrandt, Linda Laylin, Mark Schildroth, Clayton Ohrt, and Danny Laudick.

Also, in attendance was Keith Wieland, Buchanan County Board of Supervisors Elect, and Brian Schoon.

The meeting was called to order at 11:45 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 Schildroth, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the October 17th, 2024, Executive Committee meeting were emailed to all members prior this meeting. It was moved by Laylin, seconded by Laudick, to approve the minutes as presented. The motion carried unanimously.

The October 2024 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 spending and reducing expenses. It was moved by Ohrt, seconded by Schildroth, to approve the October 2024 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 updated members about the hiring process for the community planner, as well as for RTC drivers. Schoon also informed the Committee that Aldina Dautovic, Transportation Planner I, had resigned, and as a result, staff was working to fill that position as well.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes to the reports since the October meeting, highlighting a second Grundy County trail application and Lawler Community Development Block Grant (CDBG) application, as well as a statewide Safe Routes to Schools funding request and Allison Tax Increment Financing (TIF) local planning contract.

Regarding the INRCOG building, 229 East Park Avenue, Schoon reiterated the building repair expenses that occurred in October, as well as a potential inspection-driven expense for the boiler.

Schoon reviewed the current three-year Strategic Plan with those present highlighting the actions or tasks that had been established. He emphasized the tasks that remain in the plan and offered several additional items that should be considered for inclusion in the plan. There were no objections to the added tasks and Schoon will continue to work on these items.

Schoon briefly discussed the RTC/On Board Capital Improvements Program that Transportation Director Nick Fratzke is working on for the agency. He indicated that Fratzke is planning to present the draft CIP at the December RTC Advisory Committee meeting along with demonstrating the new Trip Master scheduling and dispatching software that staff has been implementing.

Hildebrandt introduced the draft Fiscal Year 2026 INRCOG Membership Dues Schedule, noting the \$0.54/capita rate was proposed to remain the same as is currently being used. It was moved by Schildroth, seconded by Laylin, to approve the Final 2026 INRCOG Membership Dues as presented.

Schoon provided proposed Calendar Year 2025 INRCOG Health and Dental Insurance rates to the Committee, recommending that the lowest proposed cost increases for each be accepted. Specifically, this includes a 2.03% increase for health insurance coverage and 2.02% for dental coverage, both of which represent the same coverage as the current year. It was moved by Ohrt, seconded by Laudick, to approve the Calendar Year 2025 health and dental insurance increases, as recommended. The motion carried unanimously.

There being no further business, it was moved by Ohrt, seconded by Laylin, 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 December 19th, 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary