

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
229 E. PARK AVE.
WATERLOO, IOWA

ANNUAL MEETING

THURSDAY, DECEMBER 17, 2020
12:00 Noon

AGENDA

1. Welcome and Introductions;
2. Approval of Agenda;
3. Approval of December 19, 2019 Minutes;
4. Financial Reports;
 - A. INRCOG
 - B. RTC
5. Fiscal Year 2020 Audit-Larry Pump, CPA;
http://www.inrcog.org/pdf/INRCOG_FY20_Audit-draft.pdf
6. Director's Report;
 - A. Grants/Contracts
 - B. Human Resources
 - C. Transit- On Board
 - D. 229 E. Park Avenue
7. Other Business;
 - A. FY'22 Membership Dues
 - B. Board Elections-Nominating Committee
 - C. Annual Report
8. Adjourn.

This will be an **online meeting**. Live audio and presentation materials will be available using the following link:

<https://global.gotomeeting.com/join/428770285> OR dialing **+1 (646) 749-3112** Access Code: **428-770-285**

Note: Please notify INRCOG at (319) 235-0311 or inrcog@inrcog.org by Tuesday, December 15th, if you plan to participate in this meeting.

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.

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MINUTES
Council Meeting
Thursday, December 17, 2020

The annual meeting of the Iowa Northland Regional Council of Governments was called to order at 12:03 p.m. by Dewey Hildebrandt, Chair. Due to impracticality caused by the COVID-19 pandemic, this meeting was conducted electronically via Go-ToMeeting, as permitted under Section 21.8 of the Iowa Code.

Council members present were: Bonita Davis, Mayor of Independence; Gary Gissel, Buchanan County Board of Supervisors; Dewey Hildebrandt, Bremer County Board of Supervisors; Greg Barnett, Butler County Board of Supervisors; Chris Even, Mayor of Jesup; George Wessel, Mayor of Hudson; Linda Laylin, Black Hawk County Board of Supervisors; Quentin Hart, Mayor of Waterloo; Rob Green, Mayor of Cedar Falls; Larry Young, Mayor of Shell Rock; Dave Neil, Mayor of La Porte City; and Mark Schildroth, Grundy County Board of Supervisors.

Also present were: Larry Pump, CPA; State Senator Eric Giddens; Ben Kvigne, Brenda Ponto, Brian Schoon, Codie Leseman, Kyle Durant, Cindy Knox, Dan Schlichtmann, Rose Phillips, Nick Fratzke, Brenda Vavroch, Linda Sires, Kevin Blanshan, and Sheri Alldredge, INRCOG.

Motion by Rob Green, seconded by Quentin Hart, to approve the agenda. Motion carried unanimously.

Motion by Hart, seconded by Bonita Davis, to approve the December 19, 2019, minutes. Motion carried unanimously.

Kevin Blanshan presented the October 2020 INRCOG Financial Statement. The Statement shows a net loss of \$16,877.81 for the year-to-date. Since receipt of the report, billings generated result in a net income of \$37,763.86. Blanshan also presented the October 2020 RTC Financial Report which shows a \$204,282.32 net income for the year-to-date. Blanshan explained that CARES funding awarded to transit systems is included and has been beneficial to keeping RTC going especially because transit services were suspended from mid-March to mid-June. The CARES funds received are available to use until 2023; when RTC's annual operating funds are expended, CARES funds will then be used to cover expenses. It is unknown if additional funding will be available for transit systems with the anticipated new CARES funding. Motion by Linda Laylin, seconded by Mark Schildroth, to approve the October 2020 INRCOG and RTC Financial Reports. Motion carried unanimously.

Larry Pump, CPA, presented his FY 2020 Audit Report. He noted that page two of the Report is the Independent Auditor's Report which presents an unmodified opinion or the equivalent of a clean bill of health. The Audit covers both INRCOG and RTC financial transactions and he noted that INRCOG and RTC have made sound financial decisions. He further noted that page 8 of the Report provides the Statement of Net Position, commonly known as the Profit/Loss Statement, and shows the agency's net position. Pump noted one internal deficiency regarding checks over \$100 requiring two signatures; there was one check with no signatures which is a very minor finding considering the number of transactions done over the year. A Governance Letter has been sent to the Board indicating no issues conducting the Audit.

Pump noted this is a clean audit and there is nothing to be concerned about and that any questions can be directed to him. Motion by Larry Young, seconded by Schildroth, to accept the Audit Report as presented. Motion carried unanimously.

Blanshan then presented the Director's Report. He noted that in Fiscal Year 2020, INRCOG wrote 11 grant applications, 10 of which were funded. He then presented a list of current grant and contract activity. To date, \$3.1 million in grant applications have been submitted with \$1.8 million awarded. Two applications are still pending--an ITAP application for the Safe Routes to School Partnership which has been recommended for funding, and a Great Places application submitted on behalf of the Greater Cedar Valley Alliance for water trail improvements in Black Hawk County. Blanshan also noted funding totaling \$550,000 received from the CARES Act for a Revolving Loan Fund (RLF) is available to be loaned out until 2023 to qualifying businesses and organizations affected by COVID-19. The RLF loan application is available on INRCOG's website and anyone wanting more information should contact INRCOG. Blanshan also discussed contract activity.

Blanshan stated that Lisa Ahern has resigned her position as Community Development Specialist and Jacki Schares has resigned her position as Safe Routes to School Coordinator. Nick Fratzke has been hired as Community Development Specialist and will be working on Planning and Zoning related projects and contracts; Brenda Vavroch has been hired to fill the Safe Routes to School Coordinator position. Blanshan also announced that Isaiah Corbin will start January 4, 2021, as Community Planner and will be working with Brian Schoon on Economic Development projects.

Blanshan announced that the Regional Transit Commission will be changing its name to OnBoard Public Transit. Staff worked with a CAPS student at Columbus High School to create the name and logo; Blanshan noted that the student did an outstanding job on this project. The new logo is being installed on new vehicles now and a new website is being designed. The new name will begin to be used after the first of the new year at which time all current vehicles will be re-signed with the new logo. Hildebrandt questioned how the CAPS student could be recognized for her work; Blanshan explained that a news release and perhaps an interview can be done recognizing the student and the CAPS Program.

Blanshan noted that new laptops and docking stations have been acquired for all staff members and thanked the Executive Committee for their approval of the purchase. In addition, the front desk at the INRCOG office has been re-done to provide more safety from a COVID-19 standpoint. He also explained that two windows in the 3rd floor tenant space in the INRCOG building appear to have damage from bullets and will be replaced.

Blanshan reminded the Board that a letter had been sent announcing that membership dues for Fiscal Year 2022 would be \$.52/capita, an increase of \$.01. He explained that dues are used as local match for transportation and economic development programs as well as for the Safe Routes to School program. It is expected that 2010 Census figures will be used unless 2020 Census numbers are known prior to the start of Fiscal Year 2022. Blanshan noted that although the dues increase was approved by the Executive Committee at their October meeting, the Board would need to ratify the Executive Committee's action. Motion by George Wessel, seconded by Green, to approve increasing INRCOG's membership dues to \$.52/capita for FY 2022. Motion carried unanimously.

Blanshan presented a Proposed Slate of INRCOG Officers for Calendar Year 2021, which had been provided to the Executive Committee just prior to the Board meeting, as follows: Duane Hildebrandt, Chair; Linda Laylin, Vice-Chair; Mark Schildroth, Secretary; Gary Gissel, Treasurer; At-Large Members: Quentin Hart, Rob Green, Larry Young, Chickasaw County Board of Supervisor, and Bonita Davis.

Blanshan explained that Steve Geerts will not be on the Chickasaw County Board of Supervisors after December 31st and that the new Chickasaw County appointment to the INRCOG Board will be added as an at-large member when known. There being no further nominations, motion by Schildroth, seconded by Greg Barnett, to approve the Slate of Officers as presented. Motion carried unanimously.

Blanshan presented the Fiscal Year 2020 Annual Report noting that it had been e-mailed to the Board prior to the meeting. Hart noted that we are fortunate for the great leadership in the region and thanked all at the meeting for their partnership. Blanshan also recognized staff for their work this year and expressed appreciation for all they've done. Blanshan also recognized Dan Schlichtmann for 20 years of employment with INRCOG. Hildebrandt thanked Blanshan for his leadership and his helpfulness to the Executive Committee.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Kevin Blanshan
Acting Secretary