

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

BOARD MEETING

THURSDAY, MARCH 21, 2024  
12:00 Noon

AGENDA

1. Call to Order; Welcome; and Introductions
2. Approval of Agenda
3. Approval of December 21, 2023, Minutes
4. Financial Reports:
  - a. INRCOG
  - b. RTC
  - c. Fiscal Year 2023 Audit Report
5. Director's Report:
  - a. Grants/Contracts
  - b. Human Resources
  - c. 229 E. Park Avenue
  - d. Legislative Update
6. Procurement Update: Audit Services and Equipment
7. Other Business
8. Adjourn

**Note:** Please notify INRCOG at (319) 235-0311 or [inrcog@inrcog.org](mailto:inrcog@inrcog.org) by Tuesday, March 19<sup>th</sup>, if you plan to participate in this meeting so that appropriate luncheon arrangements can be made.

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  
229 E. PARK AVE.  
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**MINUTES  
Council Meeting  
Thursday, March 21, 2024**

The regular meeting of the Iowa Northland Regional Council of Governments was called to order at 12:20 p.m. by Dewey Hildebrandt, Chair.

Council members present were: Dewey Hildebrandt, Bremer County Board of Supervisors; Brian Bockhaus, Mayor of Sumner; Mark Schildroth, Grundy County Board of Supervisors; Lisa Smock, Mayor of Elk Run Heights; Steve Geerts, Mayor of New Hampton; Matt Kuhn, Chickasaw County Board of Supervisors; DeAnne Kobliska, Mayor of Evansdale; Chris Even, Mayor of Jesup; Clayton Ohrt, Buchanan County Board of Supervisors; Michael Schares, Mayor of Dunkerton; and Danny Laudick, Mayor of Cedar Falls.

Also present were: Brian Schoon, Brenda Vavroch, Nick Fratzke, Dan Schlichtmann, Cindy Knox, Linda Sires, Brenda Ponto, Kyle Durant, Isaiah Corbin, Aldina Dautović, Leon Begay, Rose Phillips, and Sheri Alldredge, INRCOG.

Motion by Matt Kuhn, seconded by Lisa Smock, to approve the agenda. Motion carried unanimously.

Motion by Mark Schildroth, seconded by Michael Schares, to approve the December 21, 2023, minutes.

Brian Schoon presented the February 2024 INRCOG Financial Statement noting that the Combined Statement of Revenues and Expenses shows a net loss of \$80,044.39 for the year-to-date. The Transportation programs, including Safe Routes to School, and the EDA program are only billed on a quarterly basis. February billings, when including the programs only billed quarterly, total \$95,571.12 resulting in a net income of \$15,526.73 for the year-to-date. Schoon also presented the February 2024 RTC Financial Report which shows a year-to-date net income of \$140,96.91. He explained a number of upcoming expenses including the purchase of scheduling/dispatch software and the local match for bus purchases. Schoon briefly discussed the increase in the cost of new vehicles which requires a higher local share. Motion by Danny Laudick, seconded by Smock to approve the February 2024 INRCOG and RTC Financial Reports. Motion carried unanimously.

Schoon announced that the Fiscal Year 2023 Audit Report is available. Annual audits are typically presented at the December Board meeting but because of the difficulty procuring a new auditor, Larry Pump, CPA, our prior auditor, agreed late in the year to again do our audit for FY 2023 which was presented to and approved by the Executive Committee at their January 2024 meeting. There were two small findings, one related to a missing required second signature on one check and the other with signatures on bank signature cards. Hildebrandt thanked the INRCOG staff for their work related to the financial operations of the organization.

Schoon presented the Director's report beginning with recently awarded grant applications which included a CAT Award of \$400,000 for the City of Cedar Falls' Natatorium and Reconnecting Communities Pilot-Railyard Relocation award of \$750,000 for the City of Waterloo to help fund a study to move the railyard in the downtown area. Recent contract activity includes administration of a IFA-Homeowner Assistance Fund for Home Repair for projects throughout the INRCOG region and for administration of a USDA-Housing Preservation Grant for the City of New Hampton.

Schoon discussed Human Resources activities including advertising to fill the Environmental Resource Specialist position that has been vacant since the passing of Tammy Turner in February. INRCOG will be working with Iowa DNR and Iowa Waste Exchange staff in the selection of a candidate for the position.

Regarding building activity, Schoon explained that security enhancements are being explored including the installation of cameras in the building entrance and stairwells.

Schoon discussed legislative updates noting that a bill to authorize EDA funding passed for the first time in 20 years after previously being funded under a continuing resolution. INRCOG receives EDA funding for a planning grant which is matched with INRCOG dues. The Cedar Valley Coalition, including representatives of schools, colleges, and local governments, will be traveling to Washington, DC in May to present project updates. Schoon also mentioned the creation of a state Placemaking Program that groups of local governments can apply for and a mega-site bill to provide State funding for large economic development sites. There is no legislation to allow land trusts/land banks to occur, but it is getting traction. Also, the cap on the formula for funding Local Housing Trust Funds may be released; INRCOG administers Housing Trust Funds for the City of Waterloo and for the INRCOG region.

Schoon reported that a request for quotes was sent to 23 firms for audit services; one proposal was received from CliftonLarsonAllen LLP. The Executive Committee has approved moving forward with acquiring their services. The Executive Committee also approved the purchases of a new copier and new laptops and monitors for staff.

In other business, a new lease for the continuation of office space for the Black Hawk County Solid Waste Management Commission has been drafted. Schoon also noted that staff is working on a Rail Crossing Elimination grant application with the City of Cedar Falls for rail removal and with Butler County to add rail in their industrial area; this is a unique opportunity to pair a non-connected city and a county via this joint application for the two jurisdictions.

There being no further business, motion by Matt Kuhn, seconded by Schildroth, the adjourn the meeting. Motion carried unanimously.

Respectfully submitted,



Brian Schoon  
Acting Secretary