

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

**THURSDAY, SEPTEMBER 19, 2024  
11:30 A.M.**

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

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Approval of July 18, 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. FY 2025 Final Budgets:
  - a. INRCOG
  - b. RTC/On Board Public Transit
7. Other Business
8. 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, September 19<sup>th</sup>, 2024**

Members present were Duane Hildebrandt, Linda Laylin, Lisa Smock, Clayton Ohrt, and Greg Barnett.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:35 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 Laylin, seconded by Smock, to approve the agenda as presented. The motion carried unanimously.

The minutes of the July 18<sup>th</sup>, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Laylin, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The Final Fiscal Year (June 2004) Financial Report, for both INRCOG and RTC, were presented, as were the August Financials. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities' reports. The Committee discussed RTC/OB spending retained CARES funds for vehicles as a means of reducing vehicle maintenance expenses. It was moved by Barnett, seconded by Ohrt, to approve the Final June and August 20024 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluation for Brian Schoon was brought forward for consideration. Schoon excused himself from the meeting. After Schoon returned, a brief review of the evaluation occurred. It was moved by Ohrt, seconded by Smock, to approve the evaluations and corresponding salary adjustment. The motion passed unanimously.

Regarding Human Resources, Schoon updated members regarding the hiring processes for the community planner, as well as for RTC drivers.

Schoon presented the updated FY 2024 and FY 2025 Grants and Contracts sheet for the committee. He noted the changes to the reports since the June meeting.

Regarding the INRCOG building, 229 East Park Avenue, Schoon updated those present about two building repairs that had been recently completed, replacement of the building sump pumps and replacement of an electronic fan switch for the air conditioning system.

Hildebrandt introduced the Final Fiscal Year 2025 Budgets, INRCOG and RTC/OB, for consideration. Schoon provided a brief discussion of each document noting the similarity to the Preliminary Budgets presented in June. He also stated the Final Budgets were provided to the Executive Committee in August, as they are being considered here. It was moved by Barnett, seconded by Laylin, to approve the Final 2025 INRCOG and RTC/OB Financial Reports as presented. The motion carried unanimously.

it was moved by Laylin, seconded by Barnett, to adjourn the meeting at 11:55 a.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on October 17<sup>th</sup>, 2024.

Respectfully Submitted,

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

Brian Schoon, Acting Secretary