

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

**THURSDAY, APRIL 17, 2025
11:30 A.M.**

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of March 20, 2025, 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
- 6) Fiscal Year 2026 RTC/On Board Public Transit: Consolidated Grant Public Hearing and Application Consideration
- 7) RTC Bus Purchase
- 8) 2025 RTC/OB Health Insurance Renewal
- 9) RLF Application: No-BS Lures, LLC (Allison)
- 10) Fiscal Year 2026 INRCOG Cost Allocation Plan
- 11) FY 2024 Audit Follow Up
- 12) Other Business
- 13) 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, April 17th, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, and Quentin Hart.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additional changes to the agenda. There were none offered. It was moved by Laylin, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of March 20th, 2025 were emailed to all members prior to this meeting. It was moved by Wieland, seconded by Schildroth, to approve the minutes as presented. The motion carried unanimously.

The March 2025 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 expenses causing budget overruns, specifically those associated with vehicle maintenance and the new scheduling/dispatching software. It was moved by Geerts, seconded by Schildroth, to approve the March 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluation for Sydney Eiselt was presented for consideration. It was moved by Laylin, seconded by Hart, to approve the evaluation as presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG staff were interviewing for the vacant Transportation II position. He will update the Committee at the next meeting.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes since the March report, specifically the development of a Community Development Block Grant (CDBG) application for a Sumner water project. He also noted the receipt of the La Porte City Housing TIF Set Aside contract.

Regarding the INRCOG building, 229 East Park Avenue, Schoon had no update to share.

Hildebrandt opened a public hearing at 11:50 a.m. on the draft Fiscal Year 2026 RTC/OB Consolidated Grant Application. Legal notice for the hearing was published in the Waterloo Courier on March 25, 2025. Schoon offered a summary handout and a brief overview of the application process, as managed by IDOT. Specifically, he noted that RTC/OB was requesting \$350,460 in Federal Transit Administration (FTA) and \$374,801 in state operating funds, respectively. The Federal operating funds are to be matched with local funds or expenses. He also stated that the agency was requesting Federal capital funds to purchase four light-duty buses at a total cost of \$425,000, of which \$361,250 would be in federal funds and \$63,750 in local funding. Said Federal capital funds are to be matched with local funds to complete the bus purchases. Finally, he described the included request for RTA planning funds, which are also to be matched by local funds from INRCOG. A motion was made by Schildroth, seconded by Wieland, at 11:55 a.m., to close the public hearing and have staff submit the proposed Fiscal Year 2026 RTC/OB Consolidated Grant to IDOT as described. The motion carried unanimously.

Schoon provided the RTC/On Board Capital Improvements Plan, regarding vehicle replacement, noting that the RTC

Advisory Committee had already reviewed the plan. The plan identifies a comprehensive list of vehicles to be purchased with CARES Funding Reserves. It was moved by Laylin, seconded by Hart, to approve purchasing up to four (4) buses, consistent with the plan, using this funding source. The motion carried unanimously.

Schoon requested action on the RTC/On Board Health Insurance Renewals, the information for which was provided prior to the meeting and reviewed with drivers at their April 5th training session. It was moved by Schildroth, seconded by Laylin, to approve the health insurance renewals as presented. The motion carried unanimously.

Schoon provided a handout outlining a CARES RLF Loan to No-BS Lures. LLC. He briefly highlighted the elements of the handout and application and consideration process, noting the company was requesting \$125,000, and was intending to create three new jobs and retain two-and-a-half other jobs. The partnering funding sources were also identified, and the RLF Review Committee also recommended approval of the loan application as presented. It was moved by Laylin, seconded by Wieland, to approve the CARES RLF loan application for a seven-year term at 5 percent interest for the full amount requested. The motion carried unanimously.

Schoon provided a brief overview of the draft Fiscal Year 2026 INRCOG Cost Allocation Plan, which was also provided prior to the meeting. He noted the purpose of the plan and the program requirements it is intended to address. It was moved by Hart, seconded by Wieland, to approve the Fiscal Year 2026 Cost Allocation Plan as presented. The motion carried unanimously.

Schoon led a brief discussion regarding the two findings in the Fiscal Year 2024 Audit, specifically, our follow up to implement any necessary changes to our internal processes. The Committee instructed that Schoon work with other related agencies to determine how they may be addressing similar findings. He will report back to the Board at a future meeting.

Under Other Business, Schoon provided a list of the various federal and state funding sources used by INRCOG to provide its services. Specifically, the purpose of the list and subsequent discussion was to provide an update on the status of each of our funding sources relating to the actions occurring at each of those levels of government. Moving forward, Schoon will update the Committee regarding the status thereof, as is necessary.

Finally, Schoon provided a brief overview of the INRCOG Introductory Sessions, including attendance (22 persons) and additional requests coming from those original meetings.

There being no further business, it was moved by Schildroth, seconded by Laylin, to adjourn the meeting at 12:25 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on May 15th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary