

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE

THURSDAY, OCTOBER 19, 2023  
12:00 P.M.

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

**AGENDA**

**AMENDED**

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of August 17, 2023, Executive Committee Minutes
- 4) Financials:
  - a) INRCOG
  - b) RTC
- 5) Executive Director's Report:
  - a) Staff Evaluations
  - b) Human Resources
  - c) Grants/Contracts
  - d) 229 E. Park
- 6) Exceptional Persons, Incorporated Transportation Changes
- 7) 2024 INRCOG Health Insurance Renewal
- 8) Revolving Loan Fund Application/Loan Consideration-The Center, Reinbeck, Iowa
- 9) Other Business
- 10) 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, October 19<sup>th</sup>, 2023**

Members present were Duane Hildebrandt, Quentin Hart, Linda Laylin, Larry Young, Lisa Smock, Clayton Ohrt, Matt Kuhn, and Rob Green (attended virtually due to travel).

Also present was Brian Schoon.

The meeting was called to order at 12:00 p.m. by Duane Hildebrandt, Chair.

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

The minutes of the August 17<sup>th</sup>, 2023, Executive Committee meeting were emailed to all members prior to the meeting. It was moved by Smock, seconded by Hart, to approve the minutes as presented. The motion carried unanimously.

The September Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements, and provided spreadsheet overviews, for both entities. It was moved by Young, seconded by Ohrt, to approve the September INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, proposed staff evaluations were presented for Nick Fratzke and Brenda Vavroch this month. It was moved by Young, seconded by Smock, to approve the evaluations as presented. The motion carried unanimously. The evaluation for Schoon was also emailed to the committee prior to the meeting for review and consideration. Schoon exited the meeting such that the Committee could discuss the evaluation. After his return, it was discussed with Schoon, and then it moved by Green, seconded by Ohrt, to approve the evaluation as presented. The motion carried unanimously.

As part of the human resources report, Schoon noted that staff is watching potential changes to the Fair Labor Standards Act, specifically minimum salaries for Exempt employees and how that may affect INRCOG.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since August, underscoring the diversity of programs and applications that staff is preparing and submitting, many of which are first-time offerings. The committee reiterated its support of staff efforts to research, present, and prepare grant information to our member communities.

Regarding the INRCOG building, 229 East Park Avenue, Schoon updated those present about a continuing sewer smell concern in the building. He will keep the committee updated in regard to this concern.

Schoon informed those present about pending changes at Exceptional Persons, Incorporated, regarding closure of their transportation services and facilities on November 1<sup>st</sup>. For RTC, this affects where we park buses in the metro area, as well as where we receive some of our vehicle maintenance services. Per EPI management, this deadline is not absolute for RTC, and we may continue to park at the EPI garage until we relocate vehicles. Nevertheless, staff must relocate this part of our fleet and we are working to identify where that may be, as well as obtain on-call service. Schoon will update the committee as to how this is to be resolved.

Schoon reviewed summaries of the 2024 INRCOG Health and Dental Insurance renewal proposals. Specifically, he identified comparisons between our current coverage and four health alternatives and one dental alternative, as provided by our agent. After the committee discussed the materials, the current coverages, with an increase of 1.14% in health insurance premiums and dental insurance increase of 2.01%, were selected for calendar year 2024. If approved, the coverage and premium information is to be provided and discussed with staff at a meeting tentatively set for later today. It was moved by Hart, seconded by Young, to approve the selected 2024 coverages. The motion carried unanimously.

Schoon reviewed a summary profile of a prospective business revolving loan fund application. It was noted that the request was for \$40,000 through our CARES RLF Program. These funds would be coupled with both private and public sources to develop a fitness center in Reinbeck. The interest rate was proposed at 4.5%, along with a repayment period of five years. The funds will be used for working capital (security system, software, signage, and operational expenses). Two jobs will be created through the proposed loan. Schoon informed the committee that the Revolving Loan Fund Committee had approved of the application on October 5<sup>th</sup>, 2023. It was moved by Hart, seconded by Laylin, to approve the loan as requested. The motion carried unanimously.

With there being no further business on the agenda, it was moved by Hart, seconded by Green, to adjourn the meeting at 12:50 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held on November 16<sup>th</sup>, 2023.

Respectfully Submitted,



Brian Schoon, Acting Secretary