

# IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY

THURSDAY, NOVEMBER 21, 2024

## MINUTES

Vice-Chair Hildebrandt called the meeting of the Iowa Northland Regional Transportation Authority (RTA) to order at 1:00 PM.

Meeting Attendees:

Name	Title	Representing	Role
Duane Hildebrandt	Supervisor	Bremer County	Policy Board Member (Vice-Chair)
Clayton Ohrt	Supervisor	Buchanan County	Policy Board Member
Mark Schildroth	Supervisor	Grundy County	Policy Board Member
Joel Wikner	Councilmember	City of Denver	Policy Board Member
Steve Geerts	Mayor	City of New Hampton	Policy Board Member
James Bronner	City Administrator	City of Waverly	Policy Board Member
Cathy Nicholas	County Engineer	Black Hawk County	TTC Member
Landon Moore	County Engineer	Bremer County	TTC Member
Roman Lensing	County Engineer	Chickasaw County	TTC Member
Keith Wieland	Supervisor Elect	Buchanan County	Attendee
Alex Davis	Assistant Engineer	Buchanan County	Attendee
Jeff Skalberg	County Engineer	Grundy County	Attendee
Krista Billhorn	District Transportation Planner	Iowa DOT	Attendee (Online)
Mark Crawford	Engineer	Crawford Engineering	Attendee (Online)
Kyle Durant	Transportation Planner	INRCOG	RTA Staff (Secretary)

The first item on the agenda was approval of the agenda. It was moved by Wikner, seconded by Geerts to approve the agenda as presented. Motion carried unanimously.

Next was to review and consider approval of the minutes for the September 19, 2024 meeting. It was moved by Wikner, seconded by Nicholas to approve the minutes as presented. Motion carried unanimously.

Next was to review and consider approval of a Letter of Support for the Grundy County Conservation Board's application to the Community Attraction and Tourism (CAT) Program for the Pioneer Trail Reinbeck Gap project. Durant stated that the Conservation Board applied for \$500,000 in State Recreational Trails (SRT) funds through the Iowa DOT for this project and was awarded just under \$280,000. To address this partial award, the Conservation Board is seeking Community Attraction and Tourism (CAT) funds. The project also has \$320,000 in Transportation Alternatives Program (TAP) funds programmed through the RTA. Securing CAT funds would fully fund the project. There being no further discussion, it was moved by Schildroth, seconded by Lensing to approve the Letter of Support for this application as presented. Motion carried unanimously.

Next was Discussion Items:

### 1. Review the draft 2024 Public Participation Plan

Durant said the RTA is required to update this document every five years, with adoption one year prior to the due date of the Long-Range Transportation Plan update. The draft document has been submitted to the Iowa DOT for review. The draft has been posted to the [RTA website](#) and been made available to the public for a minimum 45-day comment period. The final document will be brought to this group for consideration of approval at the December meeting.

2. Tutorial of the Iowa Crash Analysis Tool and PathWeb interactive tools

Durant conducted live tutorials and said staff are available to provide tutorials upon request. Video tutorials are also available for the Iowa Crash Analysis Tool [here](#).

3. Project Updates (TASA/TAP and STBG)

**New Hampton**

Geerts said the city is reviewing its financing for various projects.

**Chickasaw County**

Lensing said the STBG project on V18 has been closed out.

**Black Hawk County**

Nicholas reported that a large culvert replacement project on Dubuque Road was let on Tuesday. The project received seven bids and was below the engineer's estimate.

**Waverly**

Bronner said the city is looking to replace three more rail-to-trail bridges next spring.

**Bremer County**

Moore said the county is wrapping up bridge projects.

**Buchanan County**

Davis said the bids were rejected for the Taylor's Ford Bridge project which has TAP funds though this agency. The county is looking into options on how best to proceed. The STBG project on W35 is scheduled for a January letting.

**Grundy County**

Skalberg said the deck pour for the 120<sup>th</sup> Street bridge replacement project is scheduled for tomorrow.

In general discussion, Durant shared information provided by the Iowa DOT Local Systems Bureau regarding Appia® Implementation for All Agencies. This web-based application will be used for construction administration and inspection and will be required for all City projects let at the Iowa DOT in April 2025 or later. A document discussing the implementation of Appia along with some Iowa-specific Appia basics and benefits can be found on the Local Systems [Doc Express and Appia webpage](#). For questions, contact [Niki Stinn](#) or [Derek Peck](#). Durant noted that Aldina Dautović has resigned, with her last day being two Fridays ago. The Sign Replacement Program for Cities and Counties through the Iowa DOT opens in January. For more information, visit [https://iowadot.gov/local\\_systems/City-Reports-Funding-and-Resources/Sign-Replacement-Program](https://iowadot.gov/local_systems/City-Reports-Funding-and-Resources/Sign-Replacement-Program).

There being no further business, it was moved by Schildroth, seconded by Moore to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 1:41 PM.

Respectfully submitted,

Kyle Durant  
Secretary