

**MEETING NOTICE OF THE  
IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE**

**THURSDAY, DECEMBER 18, 2025**  
**11:00 A.M.**

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

**Tentative Agenda**

- 1) Call to Order
- 2) Consider Approval of Agenda
- 3) Consider Approval of November 20, 2025, Executive Committee Minutes
- 4) Financial Reports: Review and Consideration of Monthly Financial Reports Presented:
  - a) INRCOG
  - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
  - a) Staff Evaluations: Review and Consideration of Evaluations Presented (Two this month)
  - b) Human Resource Updates
  - c) Grants/Contracts: Review Report
  - d) 229 E. Park: Building Updates
- 6) Conduct 2026 INRCOG Officer Elections: Board Officers and Executive Committee Members
- 7) Consider Setting Fiscal Year 2027 Membership Dues
- 8) Other Business
- 9) 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.

**IAWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)**

**229 E. Park Ave.  
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes From  
Thursday, December 18<sup>th</sup>, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, Danny Laudick, and Lisa Smock.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:10 a.m. by Duane Hildebrandt, Chair. A virtual Teams Meeting link and telephone number were also made available to members who could not attend in-person.

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 November 20<sup>th</sup>, 2025, were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

The November 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. It was moved by Smock, seconded by Geerts, to approve the November 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, there were two staff evaluations to review and approve, one for Dan Schlichtmann, GIS Coordinator, and the other for Isaiah Corbin, Director of Development. It was moved by Schildroth, seconded by Laylin, to approve the evaluations as recommended and presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that Sydney Eiselt had left employment with INRCOG as our Environmental Resource Specialist, which is primarily responsible for implementation of the Iowa Waste Exchange Program. Schoon indicated that INRCOG had already begun the advertising and hiring processes.

Schoon presented the FY 2026 Grants and Contracts sheets to the committee. He provided a brief overview of the 2026 report regarding changes from the November meeting, focusing on the approval of the three Local Housing Trust Fund awards.

Regarding the INRCOG building, 229 East Park Avenue, Schoon offered a brief description of a sanitary sewer line repair project that was identified by our preventive maintenance provider. The project is complete and it involved removing and replacing an aged cast iron line with PVC.

Hildebrandt presented a proposed slate of 2026 INRCOG Executive Committee Members and Board Officers to those present, noting that the current officers were willing to stay on for another year. There were no nominations offered from the floor. It was moved by Geerts, seconded by Schildroth, to approve the proposed 2026 slate without amendment or other nominees, as presented. The motion carried unanimously.

Schoon presented a proposed Fiscal Year 2027 INRCOG Dues structure for consideration. He stated that the proposal represented an increase of \$0.01 per capita to the assessment, increasing the rate from \$0.54 to \$0.55. The minimum assessment of \$125/ community was proposed to remain the same. It was moved by Laylin, seconded by Wieland, to approve the proposed Fiscal Year 2027 Dues Structure as presented as well as to approve an automatic \$0.01 per

capita increase occurring biennially moving forward, unless and/or until the Executive Committee or Board elect to adjust the rate by separate motion and action in the future. The motion carried unanimously.

Finally, Schoon informed the Members present about several items. First, the Fiscal Year 2025 Audit has not been completed, but will be presented at the January Executive Committee Meeting and provided to the full INRCOG Board at the March 2026 Meeting. Second, INRCOG has been approved as an Open Meetings and Public Records Training provider. Staff are working to establish training sessions, in-person and virtually, and will notify members of the offerings soon.

There being no further business, it was moved by Smock, seconded by Laudick, to adjourn the meeting at 11:40 a.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on January 15<sup>th</sup>, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary