

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

**THURSDAY, JULY 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 June 19, 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) Certificates of Deposit
 - 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, July 17th, 2025**

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

Also, in attendance was Brian Schoon.

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

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

The minutes of June 19th, 2025 were emailed to all members prior to this meeting. It was moved by Hart, seconded by Geerts, to approve the minutes as presented. The motion carried unanimously.

The June 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 the bad debt expenses within the INRCOG report, focusing on three Revolving Loan Fund write-offs (F-9 Logistics (Allison), 1859 Ventures (Waverly), and All-In Grocers (Waterloo)) as well as RTC/OB expenses causing budget overruns, specifically those associated with vehicle maintenance and the new scheduling/dispatching software. It was moved by Schildroth, seconded by Hart, to approve the June 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluation for Hayley Weiglein was presented for consideration. After discussion, it was moved by Smock, seconded by Wieland, to approve the evaluation as presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG was fully staffed as a result of Sanzida Rahman Setu beginning work as a Transportation Planner II on July 7, 2025.

Schoon presented the final FY 2025 Grants and Contracts and FY 2026 Grants and Contracts sheets for the committee. He briefly discussed the closeout of 2025, noting an historical report of services that was also provided. He then provided a brief overview of the 2026 report to date.

Regarding the INRCOG building, 229 East Park Avenue, Schoon discussed a roof inspection, possible HVAC control project that the committee may need to consider, and he updated those present regarding the phone replacement project.

Schoon informed the committee of the maturation of two Certificates of Deposit (CD), one for INRCOG and one for RTC/OB as included in the monthly financial reports. Consistent with our Investment Policy and prior procurement practice, INRCOG received two quotes from financial institutions to either renew or open CDs for Fiscal Year 2026. Schoon provided details about each quote. It was moved by Geerts, seconded by Schildroth, to approve renewing both CDs with Lincoln Savings Bank, as proposed (12 months at 4.05%). The motion carried unanimously.

Under Other Business, Schoon requested possible nominees for the 2025 INRCOG Citizen of the Year Award. He also informed the committee that staff members were working on procuring webpage development services and

planned to bring back additional information and a recommendation at some point in the future.

There being no further business, it was moved by Geerts, seconded by Hart, 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 August 14th, 2025.

Respectfully Submitted,

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

Brian Schoon, Acting Secretary